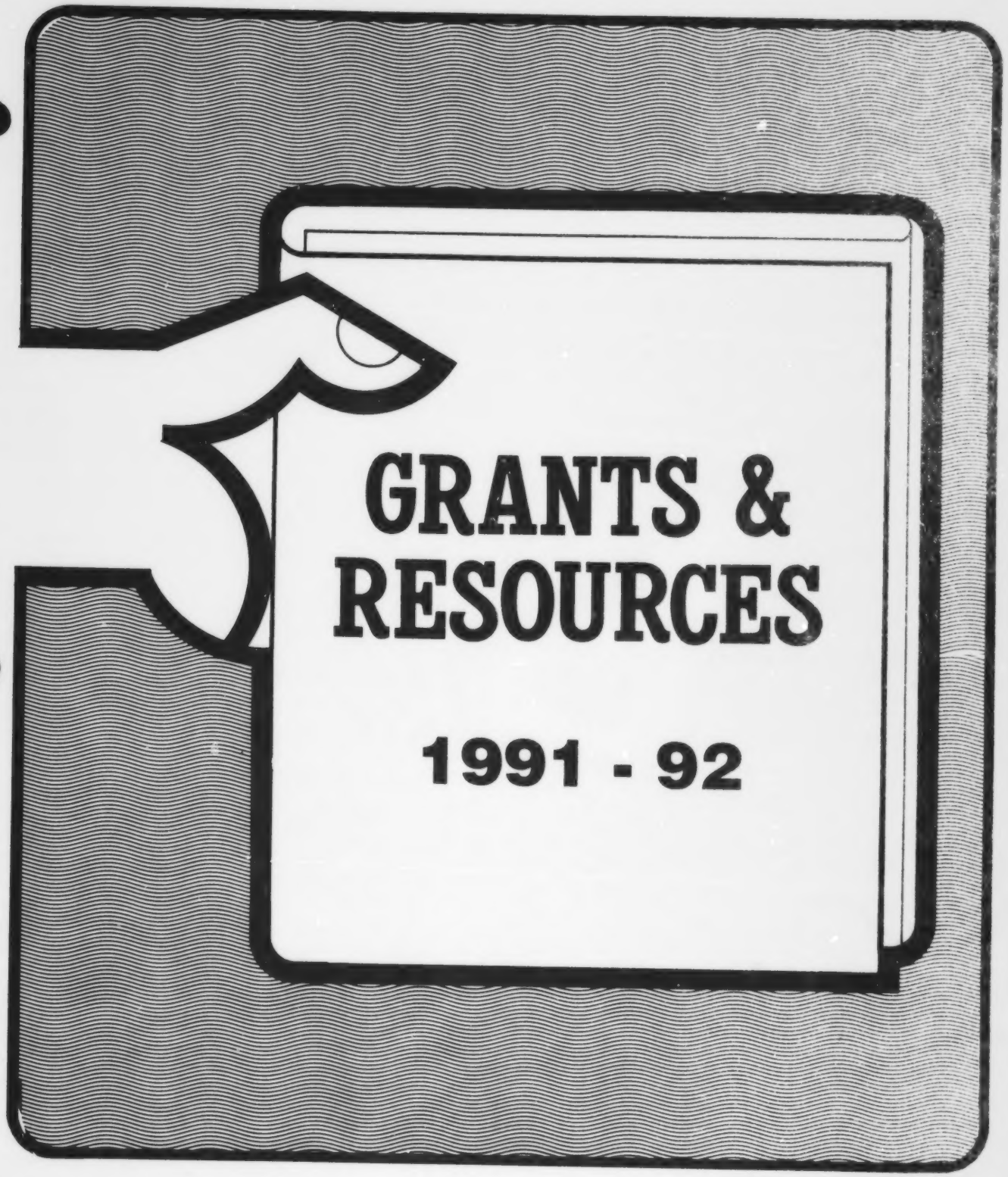

GRANTS & RESOURCES

1991 - 92

Manitoba
Culture, Heritage and Citizenship
Recreation

MG-12241 (Rev. 91)

MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

FOR FURTHER INFORMATION AND PROPOSAL PACKAGES CONTACT YOUR REGIONAL OFFICE LISTED BELOW:

REGIONAL OFFICES

WESTMAN REGION:

Room 116
340 – 9th Street
BRANDON, Manitoba
R7A 6C2

Phone: 726-6066

EASTMAN REGION:

Box 50
31 – 1st Street, S.
BEAUSEJOUR, Manitoba
R0E 0C0

Phone: 268-1411

CENTRAL REGION:

Box 1750
MORDEN, Manitoba
R0G 1J0

Phone: 822-5418

INTERLAKE REGION:

Box 1519
GIMLI, Manitoba
R0C 1B0

Phone: 642-5155

PARKLAND REGION:

27 – 2nd Avenue, S.W.
DAUPHIN, Manitoba
R7N 3E5

Phone: 638-9111

NORMAN REGION:

59 Elizabeth Drive
THOMPSON, Manitoba
R8N 1X4

Phone: 677-6780

3rd and Ross Avenue
Box 2550
THE PAS, Manitoba
R9A 1M4

Phone: 623-6411

Minister of
Culture, Heritage and Citizenship

Room 118
Legislative Building
Winnipeg, Manitoba, CANADA
R3C 0V8

I am pleased to present the 1991-92 edition of the Grants and Resources Manual, produced by the Recreation Branch of Manitoba Culture, Heritage and Citizenship.

The intent of this manual is to assist organizations committed to improving leisure opportunities within their community. Resources available from provincial and federal government departments, umbrella organizations and other sources have been identified. Volunteer organizations are also encouraged to access other resources offered through my Department including our consultation services and Skills Program workshops.

I believe that volunteer organizations will find the Grants and Resources Manual a valuable source of information to help them secure funding support for their programs and services.

I wish you success with all of your endeavours!

Sincerely,

Bonnie Mitchelson

Bonnie Mitchelson

Manitoba

92-03537/

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INTRODUCTION

In 1983 a need was identified to consolidate information regarding the various grants and resources available to voluntary organizations and communities throughout Manitoba. In response to this need the Recreation Branch of Manitoba Culture, Heritage and Citizenship produced the first edition of the Grants and Resources Manual. Annually updated versions continue to be published.

The information contained in this, the ninth edition, was gathered in September 1991 and was current at time of publication. Users, however, are urged to contact the respective government department or agency prior to preparing their submission as changes can occur in the conditions or criteria of some grant programs.

Copies of the Grants and Resources Manual 1991-92 are available at your local library, municipal office or Recreation Director Office or Regional Office of Manitoba Culture, Heritage and Citizenship.

Your Regional Office of C.H. & C. and the libraries have an accompanying manual which contains application forms and other support materials which you may need to complete your grant application. The Regional Office telephone numbers are on the inside front cover.

There is no copyright on this manual so you may photocopy any pages you need.

Any comments or suggestions you may have about future editions are welcome and can be directed to:

Recreation Branch
Manitoba Culture, Heritage and Citizenship
8th Floor - 177 Lombard Avenue
Winnipeg, Manitoba
R3B 0W5

CITIZENS' INQUIRY SERVICE

The CITIZENS' INQUIRY SERVICE is a central telephone information service designed to make federal and provincial government information available, without charge, in both official languages.

Established in 1972, it can be reached toll-free and offers direct communication between the public and the Government. The service provides information, telephone numbers or alternate sources of information, it maintains a liaison with other levels of government and private agencies and, when appropriate, makes referrals to these organizations.

The service is not an advocate of Government policy nor does it become involved in political matters. It is intended to neither replace the functions of the Government switchboard operators nor toll-free access to members of the Legislature and the Ombudsman.

Hours of operation are:

8:00 A.M. to 5:00 P.M. MONDAY TO FRIDAY

The service is also equipped with **VISUAL EAR** for communicating with the hearing impaired.

The phone numbers for the Citizens' Inquiry Service are:

IN WINNIPEG - 945-3744

VISUAL EAR - 945-4796

TOLL FREE - 1-800-282-8060

Written inquiries may be sent to:

Citizens' Inquiry Service
511 - 401 York Avenue
Winnipeg, Manitoba
R3C 0P8

WORKSHOPS FOR YOUR ORGANIZATION

THE SKILLS PROGRAMFOR MANAGEMENT VOLUNTEERS

The Skills Program helps volunteers learn to manage their not-for-profit organizations more effectively through workshops custom designed by competent trainers to meet the needs of individual organizations, boards or committees. Most workshops can be provided in English or French.

To arrange a workshop contact a Regional Office or Branch Office of Manitoba Culture, Heritage and Citizenship or the office of the 'umbrella' organization with which your organization is affiliated. You may also contact the Recreation Branch at 945-4401.

Skills Workshops are enjoyable as well as good learning experiences. The trainers have well developed facilitation skills which promote active participation. A workshop may be just what your organization needs to reward hardworking volunteers, to revitalize tired members or orient new board members.

FUNDRAISING AND GRANTSMANSHIP WORKSHOP

A Fundraising and Grantsmanship Workshop for your organization may cover creative ways of raising funds, various methods of researching grants and determining which are available to your organization, systems of proposal writing, gaining corporate sponsorship and the benefits of incorporating your organization.

FINANCIAL MANAGEMENT WORKSHOP

This workshop provides a simple, logical approach to bookkeeping, budgeting, record keeping and reporting. Everything a board would need to know to set up and maintain their financial accounts is offered in an easy to learn and use style.

LONG AND SHORT TERM PLANNING WORKSHOP

This workshop provides a clear understanding of the definitions, concepts and processes involved in organizational long and short term planning.

LEADERSHIP WORKSHOP

This workshop examines qualities of an effective leader, leadership roles in volunteer based organizations and leadership skills such as organization, making presentations, running a meeting, solving problems and making decisions.

EFFECTIVE MEETINGS WORKSHOP

This workshop covers preparing a meeting agenda and minute-taking, parliamentary procedure and how to manage decision making in meetings.

MARKETING WORKSHOP

This workshop can provide a basic understanding of marketing and how to apply marketing strategies to promote the organization. This includes publicity and promotions, public relations, advertising, market research and communications.

ROLE OF THE BOARD WORKSHOP

This workshop helps board members define the roles of the organization, individual board members, committees and staff. It deals with the purpose and use of by-laws, policy making and implementation and developing board handbooks.

VOLUNTEERS WORKING TOGETHER

This worksho examines the five basic tasks necessary for the effective participation of volunteers and variables that affect how well an organization's work gets done, as well as recruiting, motivating and working with volunteers.

TIME MANAGEMENT WORKSHOP

This workshop will provide information regarding Time Management as it affects your life at home, on the job and as a volunteer. This workshop may focus on gaining control of your time, setting goals and priorities, and solutions to common internal and external time wasters.

FUNDRAISING

Grant Terminology:

BUDGET: An itemized list of expenditure and income estimates to carry out a proposed project. It should include direct and indirect costs, matching contributions as well as anticipated sources of revenue.

DIRECT COSTS: Expenses directly associated with carrying out the specific project. It can include such things as salaries and benefits for staff hired for the project, travel, equipment, supplies, telephone, postage and print costs.

INDIRECT COSTS: Costs incurred that are not readily identifiable as direct costs but necessary for the overall operation of the organization so that they can carry out the proposed project.

MATCHING: Contribution to program on a dollar for dollar basis.

IN KIND CONTRIBUTION: Dollar value of non-cash contribution such as volunteer time, equipment, supplies and/or facilities.

Before applying for funding MAKE SURE:

1. You are clear about your organization's purpose and the objectives of the project(s) for which funding support is required.

2. You know what projects are needed - Priorize your needs within your own organizational framework and purpose.

3. Your group can carry out the project. In some cases you may work co-operatively with another organization.

4. You have community support from key individuals, groups or institutions.

5. The project is feasible:

    a) the size is appropriate for your group to carry out
    b) if other groups are needed, they have agreed to participate
    c) the space, equipment or facilities are available
    d) the people skills are sufficient or outside professional or support personnel are available
    e) the costs reflected are current and reasonable.

Granting Considerations:

1. The project must fit the grant program guidelines and intent.

2. Categories of costs should be specified to reflect the areas that funding can cover. In some cases, only actual costs are allowed. In all cases, keep accurate records of expenditures and receipts.

3. Note the number of application copies required.

4. Note application deadline and decision notice dates.

5. Payment procedures, time frames and partial payment schedules should be taken into consideration. Evaluation reports are essential to final funding in some cases.

6. Copyrights and credit lines. Make sure you know if credit is due to the sponsoring organization. Check where copyright of material is necessary and possible responsibilities that entails.

7. If rejected, try other funding sources.

8. The master copies of the this manual have copies of applications included. These master copies are available in the Regional Offices of Culture, Heritage and Citizenship, Public Libraries and City of Winnipeg Parks and Recreation Offices. If there are no application forms for a particular grant, a written proposal will be necessary. The following information will be helpful for this purpose.

THE COMPONENTS OF A GRANT PROPOSAL

SUMMARY	clearly and concisely summarizes the request
INTRODUCTION	describes the organization and its purpose, programs and services
PROBLEM OR NEEDS STATEMENT	documents the needs to be met or problems to be solved by the proposed funding
OBJECTIVES	describe the benefits of the funding in measurable terms
METHODS	describes the activities to be employed to achieve the desired results
EVALUATION	presents a plan for determining the degree to which objectives are met and methods are followed
FUTURE OR OTHER NECESSARY FUNDING	describes a plan for continuation beyond the grant period and/or the availability of other resources necessary to implement the grant
BUDGET	clearly delineates costs to be met by the funding source and those to be provided by the applicant or other parties

PREPARING A FUNDING PROPOSAL

1. IDENTIFY YOUR ORGANIZATION

   - Name
   - How many people belong
   - When it was established
   - Where it is located
   - Purpose

2. HOW IS YOUR ORGANIZATION OPERATED?

   - Is it a registered charity? What is its number?
   - Is it incorporated? What is its number?
   - Who is eligible for membership?
   - What is the procedure for becoming a member?
   - Is the organization democratically run? Are elections held annually?
   - List any groups affiliated with your organization.

3. HOW ARE RESPONSIBILITIES DISTRIBUTED WITHIN THE ORGANIZATION?

   - List the names and titles of the executive.
   - Provide the name, title, address and telephone number of the person to whom correspondence should be directed.
   - Name the people who will take on major the responsibilities of the project describe their responsibilities.

4. WHAT DOES YOUR PROJECT EXPECT TO DO?

   - Outline the project, how it meets a demonstrated need and what it hopes to accomplish.
   - Explain your objectives in concrete rather than general terms.
   - Explain the methods you will use to reach your objectives. Include a time-line.
   - Provide a method for evaluating the project's progress. State the objectives in such a way so observers will know if you have accomplished what you set out to do.
   - Define the scope - local community, provincial or national?

5. STATE WHY YOUR PROJECT SHOULD PROCEED

   - Does the project avoid duplication of similar projects or programs being conducted by other organizations?
   - Give the qualifications and experience of key people involved with the project, to provide reasonable assurance your organization is capable of undertaking the project.
   - Name projects you have completed in the past, and include whether they were successful.

6. STATE WHAT ADDITIONAL RESOURCES YOU WOULD USE

- Name informed persons, independent of the organization, who may be consulted on this project as references.
- List other individuals or organizations supporting this or similar projects.
- Name others whose support has been requested, or who have declined to assist.
- State any previous contact with the funding body being approached including previous financial assistance.

7. THE BUDGET

- The organization's latest (audited) financial statement.
- A detailed operating budget for the project showing how the money will be spent and the amount coming from all sources.
- Explain the reason(s) for any deficits in your organization's budget and a listing of specific sources of funding to cover the deficits.
- Indicate how the necessary funds will be obtained if your program/project continues beyond the proposed grant period.

FUNDRAISING TIPS

1) You must believe your cause is worthwhile and sell the idea to the community.

2) You should form a separate fundraising committee for special projects. The standing committee may be overworked and may not put in the required efforts to make fundraising successful.

3) The fundraising idea must be designed to suit the needs and abilities of your particular community and possible donors.

4) You must make long range plans. The goals and objectives and budget should span several years.

5) Have enough volunteers involved so that the project can be carried to completion.

6) When recruiting volunteers for the fundraising campaign, describe several jobs and give the people a choice.

7) Keep accurate records.

8) Choose a project that has a high return of money for a minimum expenditure of money, time and labor.

9) Aim for fewer, more successful events.

10) Approach people in person for their contribution of time, service, money or equipment.

11) Plan a system for recognizing those people involved and for informing those people concerned, about the success of the fundraising.

12) Become incorporated because incorporation gives your organization more credibility.

13) If you plan to solicit donations from the private sector you should register as a charitable organization with Revenue Canada.

INCORPORATION

Incorporating is not necessary, however, it does allow for certain legal advantages. The benefits of becoming incorporated are:

1. The individuals who control an incorporated organization are not responsible, except in unusual circumstances, for a debt or liability of the organization.

2. The corporation may hold title to property or let contracts in its own name.

3. The organization has a greater sense of credibility and stability. Existence is not dependent on the continued participation of individual members or directors.

4. Incorporation may assist an organization seeking to become a registered charitable organization under the Canadian Income Tax Act.

Incorporation falls under either provincial or federal law. If an organization operates in more than one province, it should incorporate federally or in each province. If an organization operates in only one province, it should incorporate under that province's law.

To incorporate in the Province of Manitoba, the following procedure must be followed:

STEP 1: RESERVATION OF CORPORATE NAME (valid for 90 days only)

(a) Complete legibly Corporate Name Reservation Request (Form #25), in duplicate. Note guidelines on reverse side of the form.

(b) Submit with the prescribed corporate name reservation fee of $25.00 to the address listed below.

If the name is available one copy of the request and both copies of the NUANS printout will be returned to applicant. When these are received, Step 2 may be completed.

If the name is not available, a new name must be selected and Step 1 repeated.

STEP 2: SUBMIT ARTICLES OF INCORPORATION: (within 90 days of reservation of name)

(a) Use prescribed Form 1 (2 pages) for corporation with share capital.

(b) Use prescribed Form 2 (2 pages) for corporation without share capital.

(c) Complete appropriate Articles of Incorporation legibly (handprinted or typewritten) in duplicate.

(d) Submit with Transmittal Notice in duplicate properly completed; approved Corporate Name Request; original copy of NUANS report, and appropriate prescribed fee.

FEES

(a) A corporation with share capital is $250.00

(b) A corporation without share capital is $60.00

Payable by currency, money order, or certified cheque to the Minister of Finance.

MORE INFORMATION IS AVAILABLE FROM:

Consumer and Corporate Affairs
1010 Woodsworth Building
405 Broadway Avenue
Winnipeg, Manitoba
R3C 3L6
Phone: 945-2500

CHARITABLE STATUS

Being registered under the Federal Income Tax Act as a charitable organization imporves the chances of obtaining donations. Benefits of registering as a charitable organization include:

- The organization will be tax exempt.
- Donations given to the organization are tax deductible.
- It assures the donor that their donation will be used for charitable purposes.

In order to qualify for registration, an organization must declare that it has formed for one of the four categories of purpose:

A) the relief of poverty

B) the advancement of religion

C) the advancement of education

D) other purposes beneficial to the community

NOTE: More information is available from:

Revenue Canada Taxation
391 York Avenue
Winnipeg R3C 0P5
983-6350

FUNDING CONSIDERATIONS

Here is are some reasons given by potential funders as to why they do or do not support funding requests.

PRIVATE SECTOR

Why They Do Support

- the project falls within the guidelines established for funding or providing services;
- the project has something to offer the potential supporters (such as advertising);
- it will improve the company's image within the community;
- employees from the supporting business will be involved in the project.

Why They Do Not Support

- organization not incorporated;
- organization not a registered charity;
- prefer to give to general charities such as the United Way. Many businesses fear that contributing funds to a certain cause or group could be interpreted as a policy of support which may alienate another sector;
- budget for sponsorship is already allocated;
- areas of support already are chosen by company and they are not interested in being approached directly;
- application or approach not done properly.

PUBLIC SECTOR

Why They Do Support

- worthwhile project;
- project falls closely into policy as laid out by department;
- proposal contains a detailed application and budget;
- previous events were successful;
- group and activities are open to the general public;
- project is local, provincial, national, or international (not solely for that group).

Why They Do Not Support

- group or project does not fit policies;
- missing information;
- application form is late;
- organization not stable and well managed;
- group not incorporated;
- out of funds (organization applied too late).

MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

REGIONAL SERVICES BRANCH

Provides a community development, consultation service and delivery system for all programs of Manitoba Culture, Heritage and Citizenship, and provides support for sport and fitness programs of Manitoba Industry, Trade and Tourism. The Branch supports rural and northern communities in stimulating and encouraging growth and change through staff in seven regional offices located in rural and northern Manitoba.

BRANCH SERVICES

- Provide community and client access to departmental programs, grants and services.
- Create an awareness and stimulate interest in culture, heritage and recreation activities at the community, district and regional levels.
- Assist communities to identify and act in response to self-identified needs.
- Identify opportunities and support for leadership development of volunteers and those involved in program design and delivery.
- Encourage effective communication between communities and the Department in response to changing needs.

REGIONAL SERVICES BRANCH

OFFICES

WINNIPEG	804 - 177 Lombard Avenue Winnipeg, Manitoba R3B 0W5 PHONE: 945-4473	Bobbie dePencier Director
WESTMAN	340-9th Street Brandon, Manitoba R7A 6C2 PHONE: 726-6066	Chris Moore Regional Manager Bob Ash Regional Consultant
EASTMAN	31 - 1st Street, Beausejour, Manitoba R0E 0C0 PHONE: 268-1411 ext. 207	Terry Hoover Regional Manager Dick Weibel Regional Consultant
CENTRAL	Box 1750, Morden, Manitoba R0G 1J0 PHONE: 822-5418	Bob Genoway Regional Manager Gisele Timmerman Regional Consultant
INTERLAKE	Box 1519, Gimli, Manitoba R0C 1B0 PHONE: 642-5155	Dave Cain Regional Manager Jocelyn Renooy Regional Consultant
PARKLAND	27 - 2nd Avenue, S.W. Dauphin, Manitoba R7N 3E5 PHONE: 638-9111	Elmer Billows Regional Manager Garry Dixon Regional Consultant
NORMAN	59 Elizabeth Drive, Thompson, Manitoba R9N 1X4 PHONE: 677-6780	Donna Henry Regional Director Sam Antila Regional Consultant
	Box 2550, The Pas, Manitoba R9A 1M4 PHONE: 623-6411	Wayne Huculak Regional Consultant.

PROGRAM: **COMMUNITY ARCHIVES EQUIPMENT GRANT**

PURPOSE: Provide assistance to non-profit, community-based archives located in Manitoba for equipment purchase. Also, to offer greater protection for public and private records and to facilitate wider public use of these records.

WHO MAY APPLY: Municipal authorities, institutions and community cultural and heritage organizations.

CRITERIA: The repository (library, museum or archival building) with space devoted to holding archival materials must:

1. Operate from a facility receiving ongoing support and occupying stable location in Manitoba.
2. Be administered in the public interest by a non-profit organization.
3. Be the official archives of the governing authority.
4. Have a mandate for housing local public records and/or archival documents from the private sector.
5. Have a collections policy and provide acquisition, description, preservation and reference service.
6. Have a designated individual responsible for the holdings.
7. Offer reasonable security for its holdings.
8. Be regularly open to the public but not necessarily on a full-time basis.
9. Have appropriately trained staff or be willing to train staff.

LEVEL OF ASSISTANCE: Grants are intended to provide archival equipment for an existing or new area in a repository:

1. Conservation equipment
2. Storage equipment
3. Information handling and diffusion equipment

$4000.00 grants per year are available with 50% contribution required from the governing authority.

APPLICATION DEADLINE: No application deadline

REMARKS: Guidelines and General Application Forms are also available in French.

CONTACT: Your Regional Office of Manitoba Culture, Heritage and Citizenship for application/information. See inside front cover for listing.

Provincial Archives of Manitoba
Government Records
255 Memorial Blvd.
Winnipeg, Manitoba
R3C 1T5
Phone: 945-6533
Fax No: 948-2008

PROGRAM: **BOOKS BY MAIL**

PURPOSE: The Public Library Services Branch loans books in English and French with the Province paying postage both ways.

WHO MAY APPLY: Any individual in Manitoba without access to an established library service.

CONTACT:

Manitoba Culture, Heritage and Citizenship
Public Library Services
Open Shelf
139 Hamelin Street
Winnipeg, Manitoba
R3T 4H4
Phone: 945-6460
Fax No: 945-0413

PROGRAM: **COMMUNITY COMMEMORATIVE PLAQUE GRANTS**

PURPOSE: The purpose of this program is to assist community councils and organizations in the commemoration of sites, individuals and events of local significance by providing financial assistance towards the establishment of permanent commemorative markers.

WHO MAY APPLY: Application for funding under the program is open to any on-going, non-profit community organizations, association or group.

CRITERIA: Topics eligible for commemoration are to be Manitoban in scope and must be deemed historically significant at the local level by local municipal authorities. Projects involving the commemoration of such popular topics as early pioneer groups, community churches and rural schools will therefore be eligible for assistance under the program, with encouragement being given to the commemoration of such topics in an interpretive and thematic manner.

Applicants will be required to ensure public accessibility to and long-term maintenance of the plaque or marker site.

LEVEL OF ASSISTANCE: Grants will be available for one-half of the cost of the manufacture and installation of a new plaque or marker up to a maximum of $500.00.

APPLICATION DEADLINE: On-going.

REMARKS: Applicants will be required to submit a completed general application accompanied by an endorsement from the governing body of the organization and a resolution from municipal council stating that the subject for commemoration is significant to the local area.

Applicants will be limited to the funding of one commemorative project per year.

CONTACT: Regional Offices of Manitoba Culture, Heritage and Citizenship for applications/information. See inside Front Cover for listings.

PROGRAM: **COMMUNITY CULTURAL COUNCILS**

PURPOSE: The program provides operating and programming assistance to community arts/cultural councils. The councils administer a range of community-based arts programs and some may operate a permanent cultural facility.

WHO MAY APPLY: Community Cultural Councils.
These councils are community-based "umbrella organizations" composed of representatives from one or more community cultural groups and interested community members.

CRITERIA: Applicants:

1. must be located outside the City of Winnipeg;
2. should have municipal support as evidenced by letters of financial commitment which include a certification of the per capita contributions by supporting municipalities;
3. must have a Constitution and By-Laws and operate with a duly elected Board of Directors;
4. must have provided programming for a minimum of one year;
5. programming must include a variety of arts, cultural and heritage activities;
6. must be a non-profit organization;
7. membership must be open to the public;
8. programs must be open and accessible to the public.

LEVEL OF ASSISTANCE: Operating Grants: For 1991-92 only, Community Cultural Councils are eligible to receive an operating grant based on the 1990-91 operating grant awarded

Community Support Incentive (CSI):
For 1991-92 only Community Cultural Councils which received a CSI grant in 1990-91 will be eligible to receive a Community Support Incentive grant to a maximum of the amount received in 1990-91.

Consolidated Grant:
For 1991-92 only, Community Cultural Councils which received Public Events Sponsorship and/or Skills Transfer assistance in 1989-90, are eligible to apply for the Consolidated Program Grant. The maximum eligible grant will be equivalent to PESP/Skills Transfer support received in the organization's 1989-90 fiscal year, less any PESP grants already received in the organization's 1991-92 fiscal year.

REMARKS: The total of the Operating Grant and the Community Support Incentive in any fiscal year shall not exceed $30,000.00.

CONTACT: Regional Offices of Manitoba Culture, Heritage and Citizenship for application/information. See inside front cover for listing.

For information concerning the new consolidated program, please contact your regional office.

PROGRAM: **COMMUNITY MUSEUMS**

PURPOSE: The intent of the program is to provide support for facilities that serve to protect and interpret Manitoba's heritage resources.

To improve the quality of museum collections and programs throughout Manitoba.

To facilitate the effective use of available resources through co-operation between Manitoba's museums and related institutions and organizations.

WHO MAY APPLY: Eligible, non-profit, public community museums may apply for operating funds in one of two levels.

CRITERIA: An eligible institution must:

1. Have a clearly defined statement of purpose which includes the primary reason for creating the museum, functions of the museum, geographical area to be served, subjects and time period to be covered.
2. Have been in operation for at least one year.
3. Be open to the public a minimum number of days per year totalling no less than a specified number of hours. (depending on level)
4. Have a governing authority solely responsible for its management and with clear reporting lines to the public.
5. Be a non-profit corporation or be a public institution operated by a municipality, historical society, library, university or Indian Band.
6. Hold clear ownership of a majority of items in its collection.
7. Have a definable site with space designated for museum purposes.
8. Maintain separate financial records related to the operation of the museum.
9. Not receive operating grants directly or indirectly under other grant programs of the Manitoba Government.
10. Show a reasonable level of attendance for the area and size of museum.
11. Agree with the Minister of Manitoba Culture, Heritage and Citizenship to permit and cooperate in an annual evaluation of the museum if required by the Minister.

LEVEL OF ASSISTANCE:

Level 1
Up to $1,500.00 maximum, according to the formula "one dollar for every dollar raised locally".

Level 2
Up to $3,500.00 maximum, according to the formula "one dollar for every dollar raised locally up to a maximum of 50% of normal operating expenditures, or the maximum of $3,500.00, whichever is lesser".

The formula would be applied against figures drawn from the prior year's financial statement. The formula would be applied only after certain eligibility criteria have been met for each level.

APPLICATION DEADLINE:

Application forms will be mailed to all community museums. The applications must be submitted, completed, to your Regional Office on or before the final day of March of the year for which the grant is requested.

CONTACT:

Regional Offices of Manitoba Culture, Heritage and Citizenship for applications/information. See inside front cover for listing.

or

David McInnes
Historic Resources Branch
310 - 177 Lombard Avenue
Winnipeg, Manitoba
R3B 0W5
Phone: 945-0404
Fax No: 945-1369

PROGRAM: **EQUIPMENT GRANT FOR REMOTE COMMUNITIES**

PURPOSE: To assist remote Northern Communities in the purchase of cultural, recreation, fitness and sport equipment. The Department of Northern Affairs and the Federal Department of Indian Affairs and Northern Development help administer and promote the program through a consultation process with eligible communities.

WHO MAY APPLY: All remote Northern Communities in the Parkland, Eastman, Norman, and Interlake regions may apply.

CRITERIA: Applicants must submit a completed application and resolution from council/committee.

LEVEL OF ASSISTANCE: A maximum grant of $800.00 per community is available annually.

APPLICATION DEADLINE: Receipts from equipment purchased to be submitted no later than January 31, 1992.

CONTACT: Regional Offices of Manitoba Culture, Heritage and Citizenship. See inside Front Cover for listings.

PROGRAM: **RECREATION OPPORTUNITIES - PARTNERS IN LEISURE**

PURPOSE: To encourage municipal corporations and school divisions to form partnerships aimed at providing a wide range of community recreation opportunities through the utilization of qualified recreation leadership.

WHO MAY APPLY: Rural municpalities (RMs), local government districts (LGDs), towns and villages qualify for funding under this program. Within the boundaries of eligible municipal authorities, participation of all existing school divisions/districts is required.

Cities and unicorporated centres are not eligible under the program.

LEVEL OF ASSISTANCE: Required municipal contributions -

- RMs and non-industrial LGDs are required to contribute a minimum of $2.50 per capita.
- Towns, villages and industrial LGDs with populations of 1,500 or more are required to contribute a minimum of $3.50 per capita.
- Towns, villages and industrial LGDs with populations of less than 1,500 must contribute a minimum of $2.50 per capita.

For each partnership, the two lead partners must contribute at the minimum financial level designated for their type of municipal authority. Additional partners must contribute at least 50 percent of the designated level. School divisions are not required to contribute direct financing.

Provincial contribution: the Province will match per capita funding to the lesser of $5.00 per capita, or $5,000.00 for each eligible participating municipal authority.

APPLICATION DEADLINE: On-going.

REMARKS: For qalifying municipal authorities, three funding options exist. You may obtain additional information regarding these options by contacting your nearest regional office.

CONTACT: Regional offices of Manitoba Culture, Heritage and Citizenship for proposal packages and information; see inside front cover for a listing of your regional office.

NOTE: This program replaces the Recreation District Grants Program. Existing recreation districts established through the Recreation District Grants Program may remain in effect. No new recreation districts may be established through the old criteria of the Recreation District Grants Program.

PROGRAM: **MUNICIPALLY-DESIGNATED HERITAGE BUILDING GRANT**

PURPOSE: To assist owners of municipally-designated heritage buildings in the restoration/stabilization/ preservation/rehabilitation of these buildings.

WHO MAY APPLY: Owner of a municipally-designated heritage building or the holder of a long-term lease (minimum 10 years beyond date of application) for the property providing written permission from the building owner is obtained.

CRITERIA: This grant program applies only to buildings of particular architectural/engineering merit and historical significance which have been designated as such by the appropriate municipality under The Heritage Resources Act, Province of Manitoba or by the City of Winnipeg under By-law No. 1474/77 (Grades I, II, or III). Although municipal heritage sites may be so designated primarily for their archaeological or historical significance, such sites are not applicable to this grant program.

Eligible project costs include:

1. obtaining initial professional advice, cost estimates, and preparing design drawings and/or contract documents directly associated with the preservation of the designated building;

2. work required to restore, stabilize, preserve, or rehabilitate the original structural or architectural features of the building;

3. purchasing, installing, or repairing the electrical or mechanical systems providing the work is essential to the preservation of the designated building and will not detract from the building;

4. developing the grounds of a designated building where, in the opinion of the Department, this is necessary; and/or

5. installing access facilities for the handicapped.

All eligible work must be sympathetic to the heritage value of the designated site and will be subject to approval by the Department on this basis.

LEVEL OF ASSISTANCE: Grants will be available up to $35,000 for each designated site in one year on a 50% Department, 50% applicant basis. Volunteer labour, calculated at prevailing wage rates, and donated materials and equipment, valued at actual costs, may be included as part of the applicant's share.

Up to 60% of the applicant's share may be obtained from government or other sources.

APPLICATION DEADLINE:

Prospective applicants should contact the Historic Resources Branch in Winnipeg at 945-5809 at the early project planning stage to ensure that the proposed work will be eligible under the grant program. There is no application deadline and applications will be reviewed on a continuous basis.

CONTACT:

Regional Offices of Manitoba Culture, Heritage and Citizenship for applications/information. See inside front cover for listings.

PROGRAM: **ORAL HISTORY GRANTS**

PURPOSE: To provide assistance to oral history projects that document the historical experience of the aboriginal people of Manitoba. The program will also ensure long-term preservation and public use of these records.

WHO MAY APPLY: Aboriginal non-profit community-based organizations and associations.

CRITERIA: In order to receive grant assistance the project must be administered by the project authority of a non-profit community-based organization, association, or group.

Applicants must provide the Department with original tape-recorded interviews and other required documentation.

Original tape-recorded interviews must be made available to the Provincial Archives of Manitoba.

Recording equipment must meet minimum standards as set by the grantor.

A limited amount of equipment is available on loan from the Department.

Equipment may be rented or purchased as a charge to the project.

LEVEL OF ASSISTANCE: The level of grant assistance will be based on project merit, demonstrated need and available funds.

Total amount of assistance not to exceed $7500.00.

Projects north of 53° Parallel are eligible to receive $7750.00.

Projects in remote communities are eligible to receive $8000.00.

An initial payment of 60% will be paid within 12 weeks. Final 40% payment will be made upon submission of the following documentation to the Regional office:

- project report
- purchased or borrowed equipment
- statement of actual costs substantiated by receipts.
- original tape recordings

APPLICATION DEADLINE: Annually

CONTACT: Regional Offices of Manitoba Culture, Heritage and Citizenship for application/information. See inside front cover for listing.

- or -

Provincial Archives of Manitoba
Manitoba Archives
200 Vaughan Street
Winnipeg, Manitoba
R3C 1T5
Phone: 945-3971
Fax No: 948-2008

PROGRAM: **PROVINCIALLY-DESIGNATED HERITAGE BUILDING GRANT**

PURPOSE: To assist owners of provincially-designated heritage buildings in the restoration/stabilization/preservation/rehabilitation of these buildings.

WHO MAY APPLY: Owner of a provincially-designated heritage building or the holder of a long-term lease (minimum 10 years beyond date of application) for the property providing written permission from the building owner is obtained.

CRITERIA: Only work to buildings designated by the province under the Heritage Resources Act are applicable to this grant program. Applicants must provide a copy of a validated heritage permit from the Historical Resources Branch, and copies of any other validated licenses or permits (such as a municipal building permit) that may be required.

Eligible project costs include:

1. obtaining initial professional advice, cost estimates, and preparing design drawings and/or contract documents directly associated with the preservation of the designated building;

2. work required to restore, stabilize, preserve, or rehabilitate the original structural or architectural features of the building;

3. purchasing, installing, or repairing the electrical or mechanical systems providing the work is essential to the preservation of the designated building and will not detract from the building;

4. developing the grounds of a designated building where, in the opinion of the Department, this is necessary; and/or

5. installing access facilities for the handicapped.

All eligible work must be sympathetic to the heritage value of the designated site and will be subject to approval by the Department on this basis.

LEVEL OF ASSISTANCE: Grants will be available up to $75,000 for each designated site in one year on a 50% Department, 50% applicant, basis. Value of volunteer labour and donated materials and equipment may be included as part of the applicant's share. Up to 60% of the applicant's share may be obtained from other federal, provincial, municipal or private sources.

APPLICATION DEADLINE:

Prospective applicants should contact the Historic Resouces Branch in Winnipeg at 945-5809 at the early project planning stage to ensure that their proposed work will be eligible under the grant program. There is no application deadline and applications will be reviewed on a continuous basis.

CONTACT:

Regional Offices of Manitoba Culture, Heritage and Citizenship for applications/information. See inside front cover for listing.

PROGRAM: **PUBLIC EVENTS SPONSORSHIP**

1. Single Events
2. Subscription Series
3. Series of Single Events

PURPOSE: To assist rural, northern and remote community-based organizations to host a broad range of public cultural and heritage events and activities.

To stimulate interest in and develop audiences for artists, performing companies, exhibitions, lectures and readings across the province.

WHO MAY APPLY: Manitoba cultural organizations, art galleries, archives, libraries, recreation commissions, arts festivals, multicultural societies, museums, service clubs, municipal organizations, comites culturels, band councils, and other public arts, cultural and heritage organizations may apply.

Organizations resident in the City of Winnipeg are not eligible for assistance.

CRITERIA: These programs must not duplicate the assistance provided for events by other provincial departments and agencies.

Applications must be submitted or sponsored by non-profit community-based organizations.

Applications will not be considered for events which occurred prior to the submission of the application.

Applications must be submitted on forms provided by the Department.

Applications must be submitted to the Regional Office of Manitoba Culture, Heritage and Citizenship a minimum of 60 days prior to the event.

LEVEL OF ASSISTANCE:

SECTION I: PERFORMING ARTS - FOR SINGLE EVENTS INCLUDING PUBLIC CULTURE/HERITAGE EXHIBITIONS AND PUBLIC READINGS/LECTURES.

Performing Arts - For Single Events

1. Sponsors south of the 53° parallel:

   Manitoba artists/companies - 50% of fees to a maximum of $1,000.00

   Others (with priority to Canadian artists/companies) 30% of fees to a maximum of $600.00

2. Sponsors north of the 53° parallel:

   Manitoba artists/companies - 50% of fees to maximum of $1,100.00

   Others (with priority to Canadian artists/companies) 30% of fees of a maximum of $700.00

3. Remote Communities:

   Manitoba artists/companies - 75% of fees to a maximum of $1,100.00

   Others (with priority to Canadian artists/companies) 50% of fees to a maximum of $750.00

   (Travel costs for performing artists should be included in the artist's fees).

Public Culture/Heritage Exhibitions

Assistance to sponsors of public art, cultural or heritage exhibitions will not exceed 70% of local exhibition costs and shipping costs to and from rural, northern and remote communities to a maximum of:

- $ 750.00 for communities south of the 53° parallel
- $ 850.00 for communities north of the 53° parallel
- $1,000.00 for remote communities.

Public Readings/Lectures

Assistance to sponsors of public readings and lectures relating to culture and heritage, will not exceed the costs of fees and travel, at provincial government rates where otherwise not supported, to a maximum of:

- $ 750.00 for communities south of the 53° parallel
- $ 850.00 for communities north of the 53° parallel
- $1,000.00 for remote communities.

SECTION II: PERFORMING ARTS - SUBSCRIPTION SERIES

Series must include a minimum of three concerts, sold on a subscription basis. Include travel costs in the artist's fees.

Maximum annual assistance per subscription series:

No. of Concerts	South of 53°	North of 53°	Payment
3 concerts	$2,500.00	$3,000.00	50% up front; break even plus 50% of committed balance
			No. of Concerts South of 53° North of 53° Payment
4 concerts	$3,000.00	$3,600.00	50% up front; surplus allowed
5 concerts	$3,500.00	$4,200.00	50% up front; surplus allowed
6 concerts	$4,000.00	$4,800.00	50% up front; surplus allowed

SECTION III: PERFORMING ARTS - SERIES OF SINGLE EVENTS

A series of single events must include a minimum of three concerts. Include travel costs in the artist's fee.

Maximum annual assistance per series of single events:

No. of Concerts	South of 53°	North of 53°	Payment
3 concerts	$2,250.00	$2,700.00	50% up front; deficit funding only.

APPLICATION DEADLINE: Applications must be completed on appropriate Department forms and submitted to the Regional Office of Manitoba Culture, Heritage and Citizenship a minimum of 60 days prior to the projected date of the first event of the series.

Notification of grant decision will normally be given within 30 days of receipt of the application by the regional office.

CONTACT: Your Regional office for application/information. See inside front cover for listing.

PROGRAM: **GRANTS TO PROVINCIAL RECREATION ORGANIZATIONS**

PURPOSE: To assist Provincial Recreation Organizations in the development of recreation programs throughout the province.

CRITERIA: The Provincial Recreation Organizations must fulfill the following requirements:

1. The organization must be provincial in nature. That is, the organization must have "active" membership in at least four of the seven regions of the province.

2. The primary goal of the organization must be the development and/or awareness of recreation opportunities in the province.

3. The organization must be non-profit and incorporated.

4. The organization must provide Manitoba Culture, Heritage and Citizenship with a statement of expenditures and revenues for the initiative to which the grant is to be applied.

LEVEL OF ASSISTANCE: It is not the intent of this program to duplicate the assistance provided by other provincial departments and agencies.

Administrative Credit: Assistance may be provided on a 50-50 cost-shared basis to a maximum of $2,000.00.

Examples of eligible costs include: Office Supplies, Postage, Printing of Newsletters and Brochures, Rent etc.

In-Province Workshops: Assistance may be provided on a 50-50 cost-shared basis to a maximum of $3,000.00.

This category may support workshops and educational sessions organized by the association for its staff and members, organization of an annual meeting and attendance at workshops offered by other agencies.

Eligible costs may include: Promotion, Travel, Registration Fees, Accommodation, Hospitality etc.

Conference: Assistance may be provided on a 50-50 cost-shared basis to a maximum of $3,000.00.

This category may support expenditures associated with the planning and operation of a conference.

Eligible costs may include: Facility Rental, Resource Persons, In-Province Travel Costs for Committee Members, Promotion, Hospitality etc.

Out-of Province Workshops and Conferences: Assistance may be provided on a 50-50 cost-shared basis to a maximum of $3,000.00.

This category will support expenditures associated with members or staff of an association attending an out-of-province workshop or conference where the benefits of attendance accrue to the association. Assistance will be limited to one person per association per conference or workshop.

Executive Director or Administrator: Assistance may be provided on a 50-50 cost-shared basis to a maximum of $9,000.00.

Secretarial Support: Assistance may be provided on a 50-50 cost-shared basis to a maximum of $3,000.00.

Assistance may be provided on a 50-50 cost-shared basis to a maximum of $6,000.00 where two or more associations apply for funding toward the same project.

This category may support expenditures associated with one-time-only endeavors or pilot projects which will further develop the association.

Eligible costs may include: Research, Awareness, Information or Exposure.

CONTACT:

Manitoba Culture, Heritage and Citizenship
Recreation Consultant
Provincial Regional Development
Recreation Branch
8th Floor, 177 Lombard Avenue
Winnipeg, Manitoba
R3B 0W5

Phone : 945-4400
Fax No.: 945-1684

PROGRAM: **RURAL LIBRARY ESTABLISHMENT GRANTS**

PURPOSE:

In order to increase the number of Manitobans with access to local library services, the Province pays an establishment grant in respect of any municipality establishing library service for the first time under Part II or Part III of The Public Libraries Act.

To ensure that a basic book collection is available for the use of the residents of a municipality establishing library service for the first time.

To encourage the formation of larger and more efficient library systems.

WHO MAY APPLY: Public library boards established under Part II or Part III of The Public Libraries Act may apply for an establishment grant.

CRITERIA: Public library boards established under Part II or Part III of The Public Libraries Act may apply for an establishment grant.

The library board is eligible for an establishment grant on the next April 1 following the passing of the library by-law. As provided in Manitoba Regulation 153/83, application for an establishment grant is made by letter of the library board chairperson, accompanied by:

1. a certified copy of the library by-law following its third reading by the municipality;

2. a list of the board members and their addresses; and

3. in the case of a regional library, a certified copy of the agreement.

The by-law and draft agreement must be submitted for the approval of the Minister of Culture, Heritage and Recreation and the authorization of the Municipal Board before passing the by-law and signing the agreement.

LEVEL OF ASSISTANCE: An establishment grant of $5,000.00 will be paid in respect of any municipality establishing library service for the first time.

At least $4,000.00 of each $5,000.00 grant must be spent on the purchase of books during the first two years of library operation by the new municipality or municipalities.

APPLICATION DEADLINE: The establishment grant to a library will normally be paid at the same time as the operating grant is paid, following April 1 of each year.

REMARKS: Municipalities seeking to establish library service will be encouraged to join an existing library system rather than creating an independent system.

Assistance with establishment procedures is available from Public Library Services Branch, telephone 945-6460.

CONTACT:

Director
Public Library Services
Manitoba Culture, Heritage and Citizenship
139 Hamelin Street
Winnipeg, Manitoba
R3T 4H4
Phone: 945-6460
Fax No: 945-0413

PROGRAM: **RURAL LIBRARY OPERATING GRANTS**

PURPOSE: The purpose of this program is to provide financial assistance for the annual costs of the operation of libraries established under The Public Libraries Act. Assistance is based on population, equalized assessment and municipal funding for the library, with calculations done separately for each participating municipality.

The objectives of the formula delineated in Manitoba Regulation 153/83 are threefold:

1. to provide for equitable sharing by the province and municipalities of the costs of library service;

2. to mitigate the effects on library service of economic disparities between municipalities; and

3. to encourage and reward municipal commitment to library service.

The intent of the program is to support improvements to the quality and the scope of library service in rural Manitoba.

WHO MAY APPLY: Public library boards established under Part II or Part III of the Public Libraries Act may apply for an annual operating grant under this program.

CRITERIA: Applications for operating grants are mailed annually in January to the Chairperson of each library board established under Part II or Part III of The Public Libraries Act.

Applications for operating grants are processed after April 1 of each year and after the following documents have been received:

1. a proposed budget for the current year;

2. the annual report for the preceding year; under The Public Libraries Act, this is required by January 31 annually; and

3. an audited financial statement for the preceding year.

LEVEL OF ASSISTANCE: A basic grant to match municipal funding for the library to a maximum of: $4.25 per capita, based on the population of the municipality as set out annually at May 31 of the preceding year by the Minister of Municipal Affairs pursuant to section 4 of The Unconditional Grants Act; plus
An equalization grant to match the shortfall in those municipalities where a levy of 1.35 mills against the equalized assessment generates less than $4.25 per capita; plus

An incentive grant to match the amount by which a municipality exceeds 1.35 mills against the equalized assessment in its funding for the library, to a maximum of $1.00 per capita.

Payments are based on the proposed municipal funding for the current year, and are adjusted, if need be, in the subsequent year when the actual municipal funding can be verified in the audited statement.

REMARKS:

For purposes of this program, annual operating costs include those related to staff, library material, utilities, maintenance, stationery, postage and programs. Shelving, computers, equipment and furniture are also eligible operating costs. The acquisition, construction and/or installation of physical assets related to the structure of a library facility, and the purchase of vehicles and bookmobiles are not included.

Grants will be processed for payment upon completion of criteria and after April 1 each year.

Provincial operating grants and the municipal funding used to generate annual provincial operating grants cannot be used to accumulate a surplus, and cannot be used as the local share towards a matching capital grant.

CONTACT:

Director
Public Library Services
Manitoba Culture, Heritage and Citizenship
139 Hamelin Street
Winnipeg, Manitoba
R3T 4H4
Phone: 945-6460
Fax No: 945-0413

PROGRAM: **TRAVELLING LIBRARIES**

PURPOSE: Public Library Services Branch loans blocks of books to communities where there are at least six interested individuals and where there is a volunteer custodian to be responsible for housing and circulation of the books.

WHO MAY APPLY: Rural communities with at least 6 interested persons and a volunteer custodian.

CRITERIA: Travelling libraries must be provided with public access.

They must not be kept in a school and used only during school hours.

LEVEL OF ASSISTANCE: Freight charges both ways are paid by the Public Library Services Branch.

CONTACT:

Manitoba Culture, Heritage and Citizenship
Public Library Services
Travelling Libraries
139 Hamelin Street
Winnipeg, Manitoba
R3T 4H4
Phone: 945-6460
Fax No: 945-0413

ROGRAM: **PROGRAM RECOGNITION**

PURPOSE: This program offers wage assistance to private sector employers who are willing to create new, permanent positions in the following professional or technical skill areas: engineering and science, product development and design, technology adaptation, international trade, human resource management, production/operation management, marketing and finance. Positions created in other areas that achieve the objectives of the program will be considered.

Assists newcomers who have professional and/or technical qualifications obtained outside Canada to obtain meaningful Canadian work experience and to achieve accreditation in their chosen occupation.

WHO MAY APPLY: Employers - Any business registered and operating in Manitoba who can create a permanent position in one of the target areas.

Employees - Landed immigrants or naturalized Canadians whose post-secondary education has been completed outside of Canada but whose credentials are not formally recognized in Manitoba.

CRITERIA: The new position created must be filled by a landed immigrant or recently naturalized Canadian whose post-secondary education has been completed outside of Canada but whose credentials and previous work experience are not formally recognized in Manitoba.

LEVEL OF ASSISTANCE: The program offers wage assistance of up to $8,640.00 for a one year period to small or medium-sized Manitoba businesses in the professional and technical areas.

APPLICATION DEADLINE: On-going.

CONTACT: Manitoba Culture, Heritage and Citizenship
Immigration and Settlement Services
304 - 379 Broadway
Winnipeg, Manitoba
R3C 0T9
Phone : 945-2800
Fax No.: 948-2148

PROGRAM: **SETTLEMENT LANGUAGE PROGRAM (SLP)**

PURPOSE: To provide ESL classes to non-working immigrant women and senior men and women unable to attend institutionally-based programs.

WHO MAY APPLY: Non-profit, non-governmental organizations able to provide ESL training.

CRITERIA: Organizations interested have to demonstrate they have a legitimate group of learners eligible for SLP and meet the requirements in SLP terms and conditions.

LEVEL OF ASSISTANCE: CEIC provides funding as a contribution, based on the agency's requirements to fulfill the objectives of the SLP. The Province, through the Department of Culture, Heritage and Citizenship, provides two staff for program development, coordination, teacher support and quality control.

APPLICATION DEADLINE: Not applicable.

CONTACT:

Ximena Munoz
Adult Settlement Language Training Programs
Main Floor - 294 William Avenue
Winnipeg, Manitoba
R3B 0R1
Telephone: 945-5978

PROGRAM: **NEWCOMER SERVICES SUPPORT PROGRAM**

a) Settlement Materials and Project Development
b) Community Development Projects
c) Settlement and Adaptation Research

PURPOSE: To support and encourage innovative newcomer orientation and settlement efforts of non-governmental organizations in Manitoba.

WHO MAY APPLY: Incorporated, non-profit, non-governmental organizations or individuals or groups supported by an incorporated non-profit organization.

CRITERIA: Applications are reviewed on a first-come first-served basis. However, Manitoba Immigration and Settlement Services reserves the right to rank applications according to established priorities. Therefore, approval will not be granted solely on the basis of meeting the eligibility criteria.

Sponsors may be required to enter into a contractual agreement with Manitoba Culture, Heritage and Citizenship.

Separate financial records must be kept on approved projects.

Written and/or audio-visual materials developed using grant monies must include a credit line for Manitoba Culture, Heritage and Citizenship. In addition it is understood that no profit will be made by the distribution of such materials.

LEVEL OF ASSISTANCE: Up to 100% of new project costs to a maximum of $7,500.00 will be eligible for funding.

Grants are awarded based on the availability of funding.

Capital costs and operation costs are not eligible for funding.

APPLICATION DEADLINE: Written project proposals are accepted on an on-going basis.

CONTACT: Manitoba Culture, Heritage and Citizenship
Immigration and Settlement Services Unit
304 - 379 Broadway
Winnipeg, Manitoba
R3C 0T9
Phone : 945-2800
Fax No.: 948-2148

PROGRAM: **WORKPLACE LANGUAGE TRAINING**

PURPOSE: To provide English as a Second language (ESL) training at Manitoba workplaces.

WHO MAY APPLY: Manitoba businesses, companies or agencies.

CRITERIA: Workplace must provide paid release time of one hour for each two-hour class. Students must give one hour of their own time for each class.

LEVEL OF ASSISTANCE: Workplace is reimbursed for instructional costs.

APPLICATION DEADLINE: Not applicable.

CONTACT:

Workplace Language Training
410 - 185 Carlton Street
Winnipeg, Manitoba
R3C 3J1
Phone: 945-8140
Fax : 945-0356

MANITOBA
FAMILY SERVICES

PROGRAM: **EMPLOYABILITY ENHANCEMENT PROGRAM**

PURPOSE: To establish or expand employment initiatives that will assist social assistance recipients secure permanent employment. The following four programs operate as part of the Canada/Manitoba Agreement on Employability Enhancement for Social Assistance Recipients.

1. **Single Parent Job Access:** provides counselling, skills training and work experience placements for single parents in receipt of social assistance, while also assisting with child care and work-related expenses.

2. **Gateway:** provides specific skills training and employment opportunities for social assistance recipients 18 years of age or over.

3. **Job Access for Young Adults:** provides social assistance recipients, 18 to 24 years of age, with classroom instruction, counselling support and on-the-job training leading to permanent employment in high demand labour market areas.

4. **Community Based Employability Projects:** provides grant funding to organizations to deliver projects leading to permanent employment for social assistance recipients.

WHO MAY APPLY: Employers - non-profit/community organizations, businesses and larger institutions.

Employees - must be social assistance recipients and meet the criteria for individual programs.

LEVEL OF ASSISTANCE: The level of assistance varies depending upon the program.

APPLICATION DEADLINE: Varies according to each program.

CONTACT:
Department of Family Services
Employability Enhancement Programs
114 Garry Street
Winnipeg, Manitoba
R3C 1G1
Phone : 945-3588
Fax No.: 945-5726

PROGRAM: **MANITOBA CAREERSTART**

PURPOSE: To provide work experience incentives to help private sector employers create new, career-related summer jobs for students 16 years of age and over and unemployed youth aged 16 to 24 years.

Under the CareerFocus component of the program, students are given the opportunity to gain work experience that is directly linked to their studies and which may lead to academic accreditation.

WHO MAY APPLY: EMPLOYERS - registered Manitoba businesses, institutional organizations and community/non-profit groups in full operation prior to program application.

EMPLOYEES - full-time students who are 16 years of age or over, unemployed (working 15 hours a week or less) and legally entitled to work in Canada or youth 16 to 24 years of age, unemployed and legally entitled to work in Canada.

CRITERIA: Position assessment is based on the following criteria:

- determination that the position is additional;
- duties to be performed and skills and training provided by the employer;
- supply and demand for labour in regional market;
- career-related for and suitability of the prospective employee to the position being requested;
- community non-profit positions will be assessed on the degree to which they provide a direct service to the community;
- priority consideration will be given to positions where the proposed employee is considered to have special needs; and
- positions must provide a minimum of 30 hours per week of consecutive weeks of employment and a minimum of 210 total hours of employment.

LEVEL OF ASSISTANCE: Approved employers are provided with a work experience incentive of $2.50 per hour. Employers are eligible to apply for a maximum of three positions per independent work location.

APPLICATION DEADLINE: Not yet determined for 1992. Employers are encouraged to contact the Program for information by February.

CONTACT:

Tom Glenwright
Program Manager
Manitoba CareerStart
Main Floor, 114 Garry Street
Winnipeg, Manitoba
R3C 1G1
Telephone in Winnipeg: 945-3802
Toll Free: 1-800-282-8069

PROGRAM: **HUMAN RESOURCES OPPORTUNITY PROGRAM (HROP)**

PURPOSE: To assist persons who experience problems in securing or sustaining employment to acquire the social and technical skills necessary to eliminate or prevent their financial dependency on provincial or municipal governments. Program activities include outreach, intake, assessment, career planning, counselling, placement in training or employment and follow-up support.

WHO MAY APPLY: Manitoba residents who are unemployed or underemployed.

LEVEL OF ASSISTANCE: Participation in the program does not include a training wage, however, program counsellors can provide advice on financial assistance available to pursue training programs or to obtain day care.

CONTACTS: Individuals receiving provincial or municipal social assistance, or being provided services from another social service agency, can request their counsellor to arrange an appointment with a HROP counsellor. If individuals are not being referred to HROP by an agency, they can contact the Program directly at the office location closest to them:

Winnipeg Human Resources Opportunity Program
1500 King Edward Street
Winnipeg, Manitoba
Telephone: 945-0814

Westman Human Resources Opportunity Program
2nd Floor, 340 - 9th Street
Brandon, Manitoba
Telephone: 726-6500

Central Human Resources Opportunity Program
25 Tupper Street North
Portage la Prairie, Manitoba
Telephone: 239-3085

Eastman Human Resources Opportunity Program
20 - 1st Street
Beausejour, Manitoba
Telephone: 268-1411

Interlake Human Resources Opportunity Program
101 - 446 Main Street
Selkirk, Manitoba
Telephone: 482-4511

Parklands Human Resources Opportunity Program
431 Buchanon Avenue West
Dauphin, Manitoba
Telephone: 638-6234

PROGRAM: **HUMAN RESOURCES OPPORTUNITY CENTRES (HROC)**

PURPOSE: To assist individuals who experience unusual difficulty securing or sustaining employment to acquire the social and technical skills necessary to enter and sustain employment. The Centres provide more intensive programming than the Human Resources Opportunity Program. Participants are provided with counselling, life skills, coping skills and work experience both within the Centres and in the community.

WHO MAY APPLY: Manitoba residents who are unemployed or underemployed.

LEVEL OF ASSISTANCE: Training allowances available through participation in the program vary among regions.

CONTACTS: Individuals receiving provincial or municipal social assistance, or being provided services from another social service agency, can request their counsellor to arrange an appointment with a HROC counsellor. If individuals are not being referred to HROC by an agency, they can contact the Centre directly at the location closest to them.

Winnipeg Human Resources Opportunity Centre
1500 King Edward Street
Winnipeg, Manitoba
Telephone: 633-3437

Westbran Human Resources Opportunity Centre
20 McGregor Avenue
Brandon, Manitoba
Telephone: 728-8520

Central Human Resources Opportunity Centre
25 Tupper Street North
Portage la Prairie, Manitoba
Telephone: 857-9771

Eastman Human Resources Opportunity Centre
20 - 1st Street
Beausejour, Manitoba
Telephone: 268-1411

Interlake Human Resources Opportunity Centre
217 Dunlop Avenue
Gimli Industrial Park
Gimli, Manitoba
Telephone: 642-8511

Parklands Human Resources Opportunity Centre
431 Buchanon Avenue West
Dauphin, Manitoba
Telephone: 638-6234

The Pas Human Resources Opportunity Centre
302 - 3rd Street East
The Pas, Manitoba
Telephone: 623-3495

Selkirk Human Resources Opportunity Centre
511 Robinson Avenue
Selkirk, Manitoba
Telephone: 432-8133

EMPLOYMENT SERVICES OFFICES

WINNIPEG
114 Garry Street
Winnipeg, Manitoba
R3C 1G1
(204) 945-4959

PARKLANDS
21 - 2nd Avenue N.E.
Dauphin, Manitoba
R7N 0Z5
(204) 638-8845

SOUTH CENTRAL
Civic Centre, P. O. Box 2080
Winkler, Manitoba
R6W 4B8
(204) 325-4385

INTERLAKE
Box 117, 77 Main Street
Teulon, Manitoba
R0C 3B0
(204) 886-3325

CHURCHILL
P. O. Box 178
Churchill, Manitoba
R0B 0E0
(204) 675-8841
(204) 726-6130

THOMPSON
Box 25, 59 Elizabeth Road
Thompson, Manitoba
R8N 1X4
(204) 677-6780

EASTMAN
323 Main Street, Room 215
P. O. Box 3490
Steinbach, Manitoba
R0A 2A0
(204) 326-1333

LEAF RAPIDS
P. O. Box 160
Leaf Rapids, Manitoba
R0B 1W0
(204) 473-2425

THE PAS
P. O. Box 2850, Otineka Mall
The Pas, Manitoba
R9A 1M6
(204) 623-6444

WESTMAN NORTH
P. O. Box 1295
531 Princess Avenue
Brandon, Manitoba
R7A 6N2
(204) 726-6130

WESTMAN SOUTH
P. O. Box 730, Kilman Block
411 Broadway Avenue
Killarney, Manitoba
R0K 1G0
(204) 523-8120

MANITOBA INDUSTRY TRADE AND TOURISM

SPORT DIRECTORATE

PROGRAM: **COACHING/OFFICIATING DEVELOPMENT PROGRAM**

PURPOSE: To provide training and development opportunities for Manitoba's coaches and officials.

GRANTS AVAILABLE:

CERTIFICATION CLINICS:

Financial assistance is available to assist in the development and delivery of theory, technical and practical programs in coaches and officials certification.

SEMINARS:

Available to provincial sport organizations to host one coaching and one officials seminar each year.
Funding up to $400. per seminar; $800. per year, is available to bring in required resource people.

TRAVEL ASSISTANCE FOR UPGRADING NOT AVAILABLE IN MANITOBA:

Available to provincial sport organizations to send coaches/officials to out-of-province upgrading opportunities not available in Manitoba. Maximum grant of $300. twelve (12) times per year, per sport.

REGIONAL/COMMUNITY SPORT SEMINARS:

Available to regional and sport organizations or communities to host sport seminars for coaching or officiating:

Regional Seminar : $1,000. once per year per region
Community Seminar: $ 400. once per year per region

OFFICIALS ASSESSMENT:

Partial subsidies are available to provincial sport organizations to offset expenses of those officials' certification programs which have an assessment component.

CRITERIA

- Involve provincial/regional sport organizations in the planning of the course.
- Development programs must be approved by the appropriate sport governing body.
- Certification clinics are to be conducted by certified course conductors.
- Recommended minimum of ten participants for clinics.
- Charge required registration fee as set by Sport Directorate:
  Level I - $30.; Level II - $50.; Level III - $75.
- Maximum honoraria - Level I - $20./hour; II - $25./hour; III - $35./hour.
- Send completed Technical Assistance Form (TAF) to Sport Directorate for final approval **FOUR WEEKS IN ADVANCE OF CLINIC DATE**.
- Clinics must be held in Manitoba.

HOW TO APPLY:

1. Communicate with the provincial sport organization for technical and practical courses (985-4000) or the Sport Directorate (945-3535) for theory courses.
2. Fill out Technical Assistance Form (TAF), obtain necessary authorization and send to Sport Directorate **four weeks prior to course date**.

COURSE HOST RESPONSIBILITIES

1. Promotion of clinic.
2. Ensure course registration forms (C.R.F.) are completed and returned to the appropriate agency, i.e. theory C.R.F. to Sport Directorate, practical and technical C.R.F.s to provincial sport organization.
3. Host is responsible for payment of all clinic expenses including conductor honoraria, travel and meals, facility rental, advertising, etc.
4. Course host or provincial sport organization must invoice the Sport Directorate after completion of the clinic and all expenses, including honoraria, have been paid. Invoices must be accompanied by RECEIPTS FOR ALL EXPENSES and include the following information:

i) Host name, address and contact person.
ii) Sport.
iii) Type of clinic.
iv) Date of clinic.
v) Location of clinic.
vi) Name of conductors.
vii) Number of candidates.
viii) Course register form number.
ix) Techmical Assistance Form.
x) Itemized list of all expenses.
xi) Itemized list of revenues.

NOTE: It is only intended that the Sport Directorate assist the course host to the extent that they do not incur a deficit.

Expenses of course participants are not eligible for reimbursement.

APPLICATION DEADLINE: Ongoing program.

CONTACT:

For theory courses:

Department of Industry, Trade & Tourism
Sport Directorate
7th Floor, 155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Phone : 945-3535
Fax No.: 945-3795

For practical or technical courses, contact the sport directly at:

Sport Administration Centre
200 Main Street
Winnipeg, Manitoba
R3C 4M2
Phone: 985-4000

FITNESS DIRECTORATE

PROGRAM: **ACTIVE LIVING COMMUNITY RESOURCE KIT**

PURPOSE: To promote Active Living in Manitoba's communities.
To assist Manitobans in developing Active Living communities by:

* providing resource materials
* providing planning guides which will enable community members to implement Active Living.

PROGRAM DESCRIPTION:

The Active Living Community Resource Kit represents a collection of provocative thoughts and innovative ideas about Active Living, a concept for quality living which characterizes the way Manitobans will view physical activity in the 90's and beyond.

This Kit introduces you to the concept of Active Living and gives encouragement and ideas to make Active Living come alive in your community. It is our hope that you will take up the challenge and join the team by making Active Living a reality wherever you live in Manitoba.

The elements of the Active Living Resource Kit include:

* Federal Minister's Message
* Provincial/Territorial Minister's Message
* The Activist - A Video About Active Living
* Building Active Living in Your Community
* Active Living in Your Community: A Planning Guide
* Active Living '92: How to Celebrate Canada's 125th Birthday in Your Community
* Active Living: Your way. Everyday.
* Active Living: A Concept for Individuals and Communities
* The Media: An Active Living Partner
* Building Active Living Schools and Workplaces: The Active Living Copypak
* Moving and Working Through the 90's: A Guide to Creating Networks of Active Living Workplaces
* Active Living Logo Sheet

WHO MAY APPLY: Open to all Manitobans. Applications may be forwarded individually or on behalf of a community group, municipality, workplace etc.

CONTACT: Manitoba Fitness Directorate
700 - 155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Phone: 945-4500

FITNESS DIRECTORATE

PROGRAM: **FIT-4-FUN**

PURPOSE: To promote Active Living and improved the fitness of all Manitobans.

Fit-4-Fun is a self-recorded activity starter program developed to promote active and healthy lifesytles with all Manitobans.

Fit-4-Fun was developed with the concept of Active Living in mind. This means that you can participate by doing a variety of different activities such as walking, gardening, flying a kite and dancing! Participants in the program are encouraged to participate in a minimum of 20 minutes of activity, then record this on their score sheet. The best part about the Fit-4-Fun program is that you decide which activity you want to do! The Activity Ideas Menu provided with the initial score sheet will help you choose an activity if you should have trouble deciding.

The program is broken down into four levels. The number of activity sessions necessary for completion is different for each level. Level one, for example, requires the participant to complete 35 activity sessions. There are no time restrictions which means that you can go at your own pace and the completion time will be different for everyone.

Your progress will be recorded and you will receive follow-up packages containing various Fit Tips along the way. There are also congratulations, certificates and pins to be earned but the greatest reward is an active lifestyle and the good feeling that follows fitness!

Start looking for ways to fit activity into your lifestyle. Contact the Manitoba Fitness Directorate to find out how you can be involved.

WHO MAY APPLY: Open to all Manitobans. Applications may be forwarded individually or on behalf of a community group, municipality, workplace etc.

CONTACT: Manitoba Fitness Directorate
700 - 155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
PHOne: 945-4500

MANITOBA ENERGY AND MINES

PROGRAM: THE ENERGY BUS PROGRAM

PURPOSE: On-site energy audits for businesses and community organizations throughout the province. The goal is to improve energy efficiency and reduce energy costs in both Manitoba's private and public sector.

WHO MAY APPLY: Any Manitoba institution, business, or community organization.

LEVEL OF ASSISTANCE: This is a free service provided by Manitoba Energy and Mines.

APPLICATION DEADLINE: On-going.

REMARKS: The Energy Bus team will visit your facility, analyze your energy use, advise you of energy management opportunities and estimate how much you could save by implementing these measures. You will be advised as to how to initiate an energy management program tailored to your needs.

CONTACT: Application forms are available from:

Manitoba Energy and Mines
Energy Programs (Buildings) Branch
555 - 330 Graham Avenue
Winnipeg, Manitoba
R3C 4E3
Telephone: 945-5745
Toll Free: 1-800-282-8069
Fax No: (204) 945-0586

MANITOBA EDUCATION AND TRAINING

PROGRAM: **GRANTS FOR ADULT EDUCATION COURSES**

PURPOSE: To provide assistance to school divisions to conduct adult education classes in the areas of academic upgrading and occupational preparation/upgrading.

WHO MAY APPLY: Community groups may apply to their school division for assistance.

CRITERIA: Each school division has the option of participating in the provincial program.

Participating school divisions maintain an adult continuing education committee to make recommendations with respect to local needs.

Participating school divisions submit an annual program plan prior to May 1, for the following July - June period.

LEVEL OF ASSISTANCE: Course included in the program plan and approved by the Minister of Education may be eligible for grant at a rate of either $10.00 or $6.00 per hour of instruction, depending upon the program category.

Rural school divisions are eligible for a matching grant for approved courses for the use of facilities.

APPLICATION DEADLINE: April 1st

CONTACT: Your local school division or

Coordinator, Continuing Education
Adult & Continuing Education Branch
410 - 185 Carlton Street
Winnipeg, Manitoba
R3C 3J1
Phone: 945-6193
Fax : 945-0356

MANITOBA HEALTH

PROGRAM: **VOCATIONAL REHABILITATION SERVICES FOR THE DISABLED IN MANITOBA**

PURPOSE: The Manitoba Vocational Rehabilitation Services program is designed to assist persons with disabilities (i.e. physically, mentally handicapped, post-mentally ill, blind, hearing impaired, learning disabled, alcoholic) to become employable and whenever possible, self-supporting. The purpose is to provide a comprehensive program for the vocational rehabilitation of disabled persons.

Services are provided by staff of Manitoba Health and Manitoba Family Services and by rehabilitation agencies that have been designated to serve specific disability groups - Society for Manitobans with Disabilities Inc.; Canadian National Institute for the Blind; the Alcoholism Foundation of Manitoba and the Canadian Paraplegic Association.

Vocational programs are designed to meet the specific needs of handicapped persons. A wide variety of specialized services and community resources are used. Funding is provided for individual eligible disabled persons pursuant to the creation of an individual vocational training plan.

WHO MAY APPLY:

1) Individuals of 16 years of age or over.

2) Individuals haviing a disability which substantially limits his/her opportunity for regular employment in the labour market.

3) The disabling condition is verified by a medical doctor/psychological report and/or an evaluation.

Services are based on individual needs and include:

- Counselling and case management
- Assessment
- Planning/Education
- Technical Aids
- Employment Placement

<u>Training/Education</u>

Development of work skills or training for a career is provided in several ways.

1) Education or training can be provided at community college, trade school or university.

2) Rehabilitation workshops provide training in a variety of areas including development of appropriate work skills.

3) Training on-the-Job

For Training On-The-Job (T.O.J.), a contract is negotiated with an employer to provide training for which the employer is reimbursed up to 50% of the wages.

The time period should vary with the complexity of the job to be learned, the client's own limitations and the related training already completed by the client.

Employment Placement

Gainful employment is the goal toward which the rehabilitation program is directed. Counsellors maintain close contact with employers and the Canada Employment & Immigration Centres in order to help find suitable training and/or jobs.

How Vocational Rehabilitation Services are Obtained:

To apply for services, contact the local office of Manitoba Health and Manitoba Family Services or the office of the specialized designated agency.

The handicapped person will meet with a counsellor to determine the eligibility and whether the person can benefit from the program.

CONTACT:

Interlake Region

Jim Kowalchuk, Stonewall	467-5535
Marg Woodcock, Selkirk	482-4511
Cathy Arnason, Gimli	642-5173
Pat Carter, Ashern	768-2585

Parkland Region

Terry Wozney, Dauphin	638-8848
Audrey Aitkin, Swan River	734-3436

Central Region

Rhea Krawetz, Portage la Prairie	857-9711
Ken Warkentin, Morden	822-4496
Brian Petkally, Carman	745-2317

Thompson Region

Shirley Chase, Thompson	778-7371

Eastman Region

Greg Pierce, Beausejour	268-1411
Bob Loewen, Steinbach	326-1363

Westman Region

Bev Aberson, Brandon	728-7000

Norman Region

John Scott, Flin Flon	687-3457
Gertrude Lang, The Pas	623-6411

Winnipeg Region

Wpg. South Region	
233 Provencher Blvd.	945-8966
2989 Pembina Hwy.	945-8933
Bldg. 3, Tuxedo Blvd.	945-7323
Wpg. North Region	
1400 Henderson Hwy.	945-8558
1021 Court Avenue	945-8333
108 Bond Street	945-8944
Wpg. West Central Region	
1-189 Evanson St.	945-6333
1981 Portage Ave.	945-8911

DESIGNATED REHABILITATION AGENCIES

Society for Manitobans with Disabilities Inc.

Winnipeg 825 Sherbrook Street, R3A 1M5	786-5601 + D.D. 774-2861
Brandon 356-10th Street	1-800-282-8041
Thompson 210 - 74 Cree Road R8N 0B8	778-4277

Canadian National Institute for the Blind

Winnipeg 1080 Portage Avenue R3G 3M3	774-5421
Brandon 356-10th Street	727-0631

Alcoholism Foundation of Manitoba

Winnipeg
1041 Portage Avenue
R3G 0R9 786-3831

Canadian Paraplegic Association

Winnipeg
825 Sherbrook Street
R3A 1M5 786-4753

Thompson
210 - 74 Cree Road
R8N 0B8 778-4279

MANITOBA RURAL DEVELOPMENT

PROGRAM: **TRANSPORTATION OF THE MOBILITY DISADVANTAGED IN RURAL MANITOBA**

PURPOSE: To assist communities that have taken the initiative in providing transportation services for mobility disadvantaged persons in rural Manitoba.

WHO MAY APPLY: The Municipal government sponsoring the service. Two or more municipalities may work together but one must act as the sponsor for the purpose of receiving the Grant.

CRITERIA: Service must be provided to all mobility disadvantaged persons residing either in the community or visiting from any other community;

Vehicles and equipment must meet the minimum standards as set out under all federal and provincial laws, regulations and orders;

Vehicles must be kept fully insured at a level of coverage specified by the Province.

LEVEL OF ASSISTANCE:

Start Up Grant

One-time grant of $6,000 to assist sponsors in the establishment of a new service and in defraying the costs during the initial operating period.

Operating Grant

37-1/2% of gross operating expenses, including depreciation to a maximum of $20,000 in any one calendar year, or to a maximum of $30,000 in communities which operate two handi-van vehicles.

Capital Grant

50% of the cost of approved capital expenditures to a maximum of $10,000. Capital Grants are available for original and additional Handivans, not replacements.

APPLICATION DEADLINE: On-going program.

CONTACT:

Ken Douglas
Manitoba Rural Development
P. O. Box 1059
2022 Currie Boulevard
Brandon, Manitoba
R7A 6A3
Phone: 726-6571

MANITOBA NATURAL RESOURCES

PROGRAM: CONTROL OF DUTCH ELM DISEASE

OBJECTIVE: To preserve the urban elm population within communities threatened with losing their elm trees to Dutch Elm Disease.

LEVEL OF ASSISTANCE: Municipalities involved in the program confer with forestry experts to determine the most effective control strategy for their area. The municipality then carries out their chosen program of control, incurs the total cost and subsequently bills the Province for a share of the amount

The maximum annual provincial share allowed to any community excluding the City of Winnipeg, is 50¢ per capita or $1500 base amount for municipalities, villages or towns under 3000 people.

Annual renewal of existing agreements usually takes place March through May.

CONTACT:

Dr. R. Westwood
Chief of Forest Protection
300 - 530 Kenaston Blvd.
Winnipeg, Manitoba
R3N 1Z4
Phone: (204) 945-7867 Fax: (204) 489-1360

L. Matwee or T. Boyce
Operations/Pest Management
Box 27, Grp. 8, R.R. #2
Dugald, Manitoba
R0E 0K0
Phone: (204) 945-5006 Fax: (204) 945-8385

MANITOBA
NORTHERN AFFAIRS

PROGRAMS SPECIFIC TO THE NORTH

There are many programs and services which are specific to northern Manitoba or are northern branches of provincial and federal services. Manitoba Northern Affairs publishes an extensive resource manual entitled Ota-Miska ("Where to find it") which lists services and grants by subject area for the use of northern communities and non-profit organizations. These manuals are available for use in consultation with staff in the Northern Affairs Regional Offices, Culture, Heritage and Recreation Regional Offices, or your local community/band council office.

Rather than duplicate an existing resource, listed below are the subject areas contained in the manuals. Groups and individuals who live within the boundaries of Northern Affairs are encouraged to make use of the Ota-Miska as this resource manual was developed to meet your needs.

Subject Areas:

Agriculture
Culture and Recreation
Economic and Resource Development
Education and Training
Employment and Job Creation
Housing
Native Organizations and Services
Social Services
Foundations

COMMUNICATIONS CANADA

PROGRAM: **CULTURAL INITIATIVES PROGRAM**

PURPOSE To establish and improve cultural infrastructures, help cultural organizations achieve financial autonomy and meet the many challenges posed by a constantly changing environment.

WHO MAY APPLY: Canadian professional non-profit cultural organizations.

CRITERIA: There are three components to this program:

1. Management Assistance -

   To promote the innovative use, development and application of new communications technologies in the operations and activities of eligible organizations and strengthen the management of these organizations.

2. Capital Assistance -

   To provide greater public access to the professional performing and visual arts, museums and heritage collections, by developing and upgrading a national network of cultural facilities. Funds may also be provided to assist organizations in undertaking feasibility studies concerning capital projects.

3. Festivals and special cultural events of national significance -

   To support festivals and cultural events of national significance.

LEVEL OF ASSISTANCE: The level of assistance varies according to each component.

REMARKS: Communications Canada cannot fund projects retroactively. If a project cannot be carried out without financial assistance from the Department, applicants must not begin work or enter into contractual agreements until a contribution has been confirmed in writing by the Minister of Communications.

CONTACT: Contact the Cultural Development Officer for a detailed description of program quidelines and application deadlines.

Cultural Development Officer
Communications Canada
200 - 386 Broadway
Winnipeg, Manitoba R3C 3Y9
Phone: 983-7138 Fax: 983-3182

PROGRAM: **MUSEUMS ASSISTANCE PROGRAMME**

PURPOSE: To provide financial assistance to non-federal museums, art galleries, exhibition centres and related non-profit institutions.

WHO MAY APPLY: Museums, art galleries and exhibition centres must be non-profit in nature, operate year-round and have a minimum of one full-time professional staff member.

CRITERIA: There are eight categories under which assistance is available:

1. National Exhibition Centre
2. Conservation
3. Travelling Exhibitions
4. Collections Management
5. National Priority Initiatives
6. Professional Development
7. Facility Upgrading
8. Planning and Marketing

LEVEL OF ASSISTANCE: The level of assistance varies according to each category.

REMARKS: Contact Museum & Heritage Consultant for detailed description of Program guidelines.

APPLICATION DEADLINES: March 15 and October 15

CONTACT: Museum and Heritage Consultant
Communications Canada
200 - 386 Broadway
Winnipeg, Manitoba
R3C 3Y9
Phone: 983-5676
Fax No: 983-3182

DEPARTMENT OF MULTICULTURALISM AND CITIZENSHIP CANADA

INTRODUCTION

The Manitoba Regional Office of the Department of Multiculturalism and Citizenship Canada has, as its principal responsibility, the task of strengthening the solidarity of the Canadian people by enabling all members of Canadian society to participate fully and without discrimination in defining and building the nation's future. Central to this overall responsibility are two overarching themes:

- the promotion of multiculturalism and
- the encouragement of an active and informed society.

Due to the vast number of programs offered by the Department of Multiculturalism and Citizenship, we have highlighted several programs that are relevant to the individuals and groups who might be using this manual. Please keep in mind that this is just an introduction to the programs offered and you are advised to contact the Department of Multiculturalism and Citizenship for further details about these and other programs.

Department of Multiculturalism and Citizenship
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601
Fax No: 983-5365

PROGRAM: **NATIONAL LITERACY SECRETARIAT**

PURPOSE: To support projects which develop learning and tutor training materials; initiate research into literacy needs; demonstrate new approaches to teaching literacy; coordinate information-sharing; increase public awareness of literacy issues.

This is a joint initiative of the National Literacy Secretariat of Multiculturalism and Citizenship Canada and the Manitoba Literacy Office of Manitoba Education and Training.

WHO MAY APPLY: Non-profit organizations, non-governmental institutions and post-secondary institutions working in the field of literacy.

CONTACT:

Literacy Program Officer
Department of Multiculturalism and Citizenship
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601
Fax No: 983-5365

or

Manitoba Literacy Office
Manitoba Education and Training
417 - 185 Carlton Street
Winnipeg, Manitoba
R3C 3J1
Phone : 945-8247
Toll Free: 1-800-282-8069

PROGRAM: **MULTICULTURALISM - COMMUNITY SUPPORT**

PURPOSE: To help ethnocultural and visible minority groups, through their community-based organizations, to develop and participate as communities in Canada, and to:

- identify participation needs related to their particular ethnocultural or visible minority origins, especially those of newer and emerging groups, youth, women and seniors;
- relate their participation needs to those of Canadians of all origins;
- communicate their participation needs to government, to public institutions and to other groups and sectors of Canadian society;
- develop activities for addressing those needs through community action;
- strengthen their organizational capacity to carry out these activities.

WHO MAY APPLY: Voluntary, community-based organizations, democratically constituted and supported by the ethnocultural and visible minority communities they serve.

Priority is given to newer and emerging communities and to projects involving two or more communities addressing a common issue.

CONTACT

Multicultrualism Program Officer
Department of Multiculturalism and Citizenship
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601
Fax : 983-5365

PROGRAM: **MULTICULTURALISM - HERITAGE CULTURES AND LANGUAGES**

PURPOSE: To promote the development and expression of heritage cultures and languages as an integral part of Canadian artistic, cultural and academic life.

Creative and cultural Expression:

To encourage and foster support for the development of the creative arts as a vehicle for the expression of heritage cultures in Canada and as a creative expression of Canadian multiculturalism.

To support and promote writing and publishing, performing arts, visual arts, audio-visual and film projects which reflect and/or foster appreciation of the cultural diversity of Canadian society.

To promote greater opportunity within and equal access to Canada's arts and cultural institutions and industries for artists from diverse cultural backgrounds.

Canadian Ethnic Studies:

To support and promote innovative approaches to scholarly research, programs of advanced study and the development of academic resources relevant to Canadian multiculturalism.

Heritage Languages:

To support and promote innovative approaches to the learning of heritage languages in a Canadian context and to support the development of Canadian resources, expertise and educational materials for heritage language schools.

WHO MAY APPLY: Non-profit community groups and organizations, arts groups, professional societies, community arts councils, publishing houses and individuals.

CONTACT: Multiculturalism Program Officer
Department of Multiculturalism and Citizenship
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601
Fax No: 983-5365

PROGRAM: **VOLUNTARY ACTION PROGRAM**

PURPOSE: To support the growth and diversity of the voluntary sector through advocacy and promoting the concept of volunteerism.

To enhance the independence of the voluntary sector by facilitating access to financial assistance and technical expertise.

To assist coalitions and associations of different groups in undertaking innovative projects which have benefits for the larger voluntary sector as a whole.

WHO MAY APPLY: Non-profit voluntary organizations and non-governmental institutions with a primary function of promoting the volunteer contribution to the community.

CONTACT:

Voluntary Action Program Officer
Department of Multiculturalism and Citizenship
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601
Fax No: 983-5365

PROGRAM: **MULTICULTURALISM, RACE RELATIONS AND CROSS-CULTURAL UNDERSTANDING**

PURPOSE: To foster the elimination of racism and racial discrimination, to help Canadian institutions adapt to Canada's multicultural reality and to promote cross-cultural understanding.

WHO MAY APPLY: Issue-based race relations and cross-cultural understanding, non-profit, volunatry organizations and issue-based race relations coalitions.

Ad hoc groups dealing with specific race relations issues including ethnocultural and multicultural organizations as well as immigrant serving agencies.

Professional organizations, non-governmental public bodies, educational systems, institutions and services.

CONTACT: Multiculturalism Program Officer
Department of Multiculturalism and Citizenship
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601
Fax No: 983-5365

PROGRAM: **MULTICULTURALISM - CITIZENSHIP AND COMMUNITY PARTICIPATION**

PURPOSE: To promote the full participation in Canadian society of first-generation Canadians facing difficulties related to their experience as immigrants, more specifically:

- to help these individuals acquire the participation, knowledge and skills necessary for long-term integration in Canadian society through programming in immigrant-serving organizations;
- to help health, special and other public services to adapt so that they are culturally sensitive and fully accessible to first-generation Canadians;
- to promote other changes in policies and practices to remove barriers to participation in Canadian life resulting from the immigration experience.

WHO MAY APPLY: Immigrant-serving organizations and their umbrella organizations and other non-profit organizations which assist first generation Canadians acquire the participation skills and knowledge they need, or whose objective is to develop the capacity to offer such assistance.

CONTACT: Multiculturalism Program Officer
Department of Multiculturalism and Citizenship
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601
Fax No: 983-5365

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

INTRODUCTION:

The Manitoba Regional Office of the Department of the Secretary of State forms part of a national network of offices designed to enhance among Canadians a sense of belonging to the country by promoting the use and understanding of the traditions and heritage of Canada and by increasing opportunities for participating fully in either official language in the educational, economic and social aspects of life in Canada.

The Manitoba office has two distinct components:

1. Social Development

2. Translation Bureau

Due to the vast number of programs offered by the Department of the Secretary of State of Canada, we have highlighted several programs which are relevant to the individuals and groups that might be using this manual. Please keep in mind that this is just an introduction to the programs offered. You are advised to contact the Department of the Secretary of State of Canada for further details about these and other programs.

Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3G 3G7
Phone: 983-3601
Fax : 983-5365

PROGRAM: **PROMOTION OF OFFICIAL LANGUAGES PROGRAM - SUPPORT FOR OFFICIAL LANGUAGE COMMUNITY RADIO**

PURPOSE: Contribute to the establishment of community radio stations in the official language of the minority in communities which are remote or isolated with respect to language and culture.

WHO MAY APPLY: Francophone communities outside Quebec and Anglophone communities in Quebec that do not have access to radio broadcast in their own language.

CONTACT:
Official Languages Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601
Fax : 983-5365

PROGRAM: **ABORIGINAL FRIENDSHIP CENTRE PROGRAM**

PURPOSE: To improve the quality of life for Aboriginal people in urban environments by supporting self-determined activities which encourage equal access to and participation in Canadian society while respecting Aboriginal cultural distinctiveness.

WHO MAY APPLY: Aboriginal Friendship Centres which have been in operation for a minimum of twelve months after incorporation and are members of the National Associations of Friendship Centres.

CONTACT:

Native Citizens Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601
Fax No: 983-5365

PROGRAM: **ABORIGINAL WOMEN'S PROGRAM**

PURPOSE: The overall mandate of the Aboriginal Women's Program is to enhance, promote and foster the social, cultural, economic and political well-being of Aboriginal women within their own communities as well as within Canadian society.

The Program objectives include provision of financial and technical support to Aboriginal women's groups in order to enable them to:

i. maintain national representative organizational structures;

ii. influence public policy and decision-making related to their concerns and aspirations at all levels of Aboriginal and Canadian government;

iii. Maintain cultural distinctiveness and preserve cultural identity;

iv. enhance and develop strong leadership capabilities, individual and collective skills and talents, so that Aboriginal women can play a central role in their own communities as well as participate effectively in Canadian society; and

v. undertake projects to ameliorate the socio-economic conditions of their home communities. These include special purpose organizations which address specific issues and new or emerging organizations.

WHO MAY APPLY: Non-profit Aboriginal women's organizations.

CONTACT:
Aboriginal Women's Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone : 983-3601
Fax : 983-5365

PROGRAM: **CANADA DAY**

PURPOSE: Canada Day is the occasion to celebrate our national day throughout the province. The Manitoba Canada Day Committee, composed of volunteers, coordinates the planning and promotion and deals directly with people organizing activities in their communities. The Department of the Secretary of State of Canada provides seed-money support. The emphasis is on community participation in events that provide maximum involvement for all. Sports events, parades, picnics, festivals, dances, religious ceremonies, flag-raisings, birthday cakes and fireworks are typical features of July 1, Canada Day.

APPLICATION DEADLINE: April 15

CONTACT: Canada Day Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601
Fax No: 983-5365

PROGRAM: **DISABLED PERSONS' PARTICIPATION PROGRAM**

PURPOSE: To enhance the capacity for people with disabilities to effectively represent their rights and responsibilities as Canadian Citizens.

To support the development of community-based mechanisms aimed at addressing attitudinal, institutional and information barriers excluding people with disabilities from participation in Canadian society.

To facilitate the development by people with disabilities of innovative approaches to participating in social and economic life in Canada.

WHO MAY APPLY: Non-profit, voluntary organizations led by disabled persons.

CONTACT:

Disabled Persons' Participation Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601
Fax No: 983-5365

PROGRAM: **HUMAN RIGHTS PROGRAM**

PURPOSE: To achieve greater awareness, knowledge and appreciation by Canadians of human rights, fundamental freedoms and related responsibilities; to increase the enjoyment of human rights; and foster compliance with Canada's domestic and international human rights commitments.

WHO MAY APPLY: Human rights and civil liberties associations. However, voluntary and non-governmental organizations which choose to develop a project focusing on the promotion or study of an identified human rights issue may also apply.

CONTACT: Human Rights Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601
Fax No: 983-5365

PROGRAM: **PROMOTION OF OFFICIAL LANGUAGES PROGRAM - DEVELOPMENT OF OFFICIAL LANGUAGES SERVICES**

PURPOSE: To enable an organization to acquire the capacity to offer services in both official languages or to improve that capacity by taking various measures which will enable it to ensure linguistic equality for its members and the general public. The Program may cover part of the costs related to interpretation services, translation services, printing and language training.

WHO MAY APPLY: All Canadian non-profit organizations operating on an international, national or regional level are eligible. To be eligible, organizations must meet the following conditions:

- include members of both official language communities;
- have at least:
  - 500 members (national or international organizations)
  - 100 members (regional organizations)
  - 5 member organizations (federations);
- have a permanent secretariat;
- include in its charter of bylaws, in the twelve months which follow the beginning of the project, an official languages policy statement aimed at recognizing the equal status of the two official languages and full participation of the two official language communities;
- be capable of absorbing all of the costs associated with implementing the bilingualism development plan at the end of a maximum of five years.

CONTACT: Official Languages Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601
Fax No: 983-5365

PROGRAM: **PROMOTION OF OFFICIAL LANGUAGES - SUPPORT FOR INTERPRETATION AND/OR TRANSLATION**

PURPOSE: To promote a higher level of service in both official languages and equal participation of the two official language communities at important public meetings. The Promotion may cover part of the costs related to interpretation services and translation services.

WHO MAY APPLY: All Canadian non-profit organizations operating on an international, national or regional level are eligible.

CONTACT:

Official Languages Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601
Fax : 983-5365

PROGRAM: **PROMOTION OF OFFICIAL LANGUAGES PROGRAM - SUPPORT FOR LINGUISTIC DUALITY**

PURPOSE: To promote comprehension of and respect for linguistic duality and to make Canadians aware of the equal status of the two official languages.

Financial assistance is provided to organizations whose projects:

- promote understanding of and respect for the country's linguistic duality;
- emphasize the social, cultural and economic advantages of linguistic duality;
- encourage learning of the second official language;
- promote the equal status of the two official languages in Canada or abroad.

WHO MAY APPLY: Eligible groups include non-profit associations, non-governmental organizations, professional associations and private sector organizations, on condition that the application is for a non-profit project.

CONTACT: Official Languages Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601
Fax : 983-5365

PROGRAM: **PROMOTION OF OFFICIAL LANGUAGES PROGRAM - SUPPORT FOR OFFICIAL LANGUAGE COMMUNITY ORGANIZATIONS AND INSTITUTIONS**

PURPOSE: To enhance the vitality of the minority official language communities and support their development. The program provides financial assistance to community organizations and institutions for activities aimed at the following objectives:

- community participation and awareness;
- promotion and recognition of language rights;
- delivery of services not otherwise offered;
- development of human resources;
- development of instititions of official language minority communities.

WHO MAY APPLY: Non-profit organizations and institutions representative of minority official language communities are eligible.

CONTACT: Official Languages Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601
Fax : 983-5365

PROGRAM: **WOMEN'S PROGRAM**

PURPOSE: To increase public understanding in order to encourage action on women's equality issues. To promote the organizational development of women's groups in order to increase their effectiveness in working towards equality for women. To promote action by institutions to incorporate women's equality issues into their decision- making structures, policies and programs.

WHO MAY APPLY: Women's voluntary organizations committed to advancing the equality of women in the areas of economic equality, social justice and access by breaking down the obstacles which hinder their full participation in Canadian society at all levels.

CONTACT:

Women's Program Officer
Department of the Secretary of State of Canada
201 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Phone: 983-3601
Fax No: 983-5365

EMPLOYMENT AND IMMIGRATION CANADA

PROGRAM: **COMMUNITY FUTURES**

PURPOSE: Community Futures assists selected communities or groups of communities comprising a definable labour market area in assessing their economic problems and in determining and promoting development opportunities and adjustment measures.

WHO MAY APPLY: Eligible communities are identified directly by the Minister of CEIC.

Eligible communities must:

- be suffering from chronic or acute unemployment;
- have an unemployment rate which, in the opinion of program officials, is substantially greater than the provincial average, while lacking adequate mechanisms to address the problem; and
- normally be outside metropolitan areas and distant from more buoyant labour markets.

CRITERIA: Once a Community Futures Committee is established and an action plan approved, the CFC may request that CEIC implement any or all of the following program sub options:

a) Business Development Centre

b) Self-Employment Incentive

c) Community Initiative Funds

Each of these parts of the program have their own criteria and funding.

LEVEL OF ASSISTANCE:

1) Committees - $400,000 maximum over six years
   - $100,000 maximum per year
   - +$100,000 special northern travel allowance

2) Business Development Centres - $2,300,000 maximum over five (5) years

3) Self Employment Incentives - $200/week for fifty-two (52) weeks

4) Community Initiatives Fund - Public venture no upper limit, but normally cost shared. Private sector $50,000 maximum.

APPLICATION DEADLINE: None

CONTACT: Employment and Immigration Canada
5th Floor - 259 Portage Avenue
Winnipeg, Manitoba
R3C 4B9
Phone: 983-4531

PROGRAM: **GRANTS TO VOLUNTARY ORGANIZATIONS**

PURPOSE: To provide short-term financial assistance to voluntary non-profit organizations which organize activities designed to improve the employability of groups of Canadians such as disabled persons, natives, women, youth, and other special groups.

WHO MAY APPLY: Voluntary/non-profit organizations which are not under the direction of any level of government eg. national, provincial, regional or community organizations, special purpose voluntary organizations, special non-profit committees, non-government institutions.

Provincial, Territorial or any other level of government, or individuals are ineligible.

CRITERIA: Projects supported by Grants to Voluntary Organizations include: conferences, workshops, annual meetings, seminars, the production of pamphlets, booklets, other written material, films or other audio-visual media directed at improving the employability of/or which compliment the focus of Employment and Immigration Canada on disabled persons, native people, youth, and other special groups.

LEVEL OF ASSISTANCE: Funding arrangements are flexible with a maximum contribution of $10,000.00 in a fiscal year.

No organization may receive funding for more than two consecutive years.

APPLICATION DEADLINE: On-going, but at least eight weeks prior to the date funds are required in that fiscal year.

CONTACT: Employment and Immigration Canada
5th Floor - 259 Portage Avenue
Winnipeg, Manitoba
R3C 2B9
Phone: 204-983-6743

PROGRAM: **INDUSTRIAL ADJUSTMENT SERVICE (IAS)**

PURPOSE: The Industrial Adjustment Service provides financial assistance to encourage management and labour to jointly assume the responsibility of planning for technology, industrial and/or economic changes which have an impact on the workforce. The IAS helps in setting up an Industrial Adjustment Committee enabling a firm and its employees to tackle problems and find constructive solutions.

WHO MAY APPLY: The service is available to all kinds of businesses and non-profit organizations. Committees representing industrial groups or communities may also be established with representation from several businesses and labour or worker groups in the industrial group or community.

Employers and employees must agree to participate.

CRITERIA: No specific criteria. Please contact one of the Consultants listed below for further information.

LEVEL OF ASSISTANCE: In most cases, the business and CEIC share the costs of committee operations. These include the chairperson's fees, wages of employees while attending committee meetings, administrative support and the costs of consultants or researchers where necessary. The provincial government frequently participates in the cost-sharing.

APPLICATION DEADLINE: On-going, depending on availability of funds.

CONTACT: The following Industrial Adjustment Consultants:

Joanne Daoust
983-3750

Jerry Kozubal
983-3721

Rene Asselin
983-2375

Myles Livingstone
983-3206

Ron Mruss
983-2272

PROGRAM: **JOB DEVELOPMENT**

PURPOSE: To assist long-term unemployed individuals to participate effectively in the labour market, through training and work experience.

WHO MAY APPLY: Businesses, organizations, public health and educational institutions, municipal governments and Band Councils.

CRITERIA: To be eligible to participate persons must be currently unemployed.

LEVEL OF ASSISTANCE:

1) Individually Subsidized Jobs (ISJ)
   - for profit employers normally receive up to 60% of wages up to $7.50 per hour and $300.00 per week per participant.

2) General Projects
   - contributions are based on reimbursement for actual eligible costs within the categories of Mandatory Employment Related Costs, Overhead Costs and Training Costs. Reimbursement for wage costs uses the ISJ model.

   - Special Costs: CJS projects are eligible for a contribution of up to a maximum of $10,000 per disabled participant or administrative staff member.

APPLICATION DEADLINE: On-going, depending on availability of funds.

CONTACT: Your local Canada Employment Centre. Please see end of section for listing.

PROGRAM: **PROJECT-BASED TRAINING**

PURPOSE: To assist or encourage specific groups of persons in making the transition to, or to participate effectively in, the labour market through training and work experience.

WHO MAY APPLY: Businesses, organizations, public health and educational institutions, municipal governments and Band Councils.

CRITERIA: Eligible co-ordinators are those capable of developing and implementing a plan that should involve at least 10 people. FOR FURTHER CRITERIA, PLEASE CONTACT YOUR CANADA EMPLOYMENT CENTRE.

SPECIAL COSTS: CJS projects are eligible for a contribution of up to a maximum of $10,000 per disabled participant or administrative staff member.

LEVEL OF ASSISTANCE: Specific to each program.

APPLICATION DEADLINE: On-going

CONTACT: Your local Canada Employment Centre. Please see end of section for listing.

PROGRAM: CHALLENGE

PROGRAM COMPONENTS:

1) Summer employment/Experience Development (SEED)
2) Work Orientation Workshops (WOW)
3) Business Drive For Jobs (BDJ)
4) Student Business Loans (SBL)
5) Canada Employment Centres for Students (CECs)
6) Native Internship Program (NIP)

PURPOSE: Challenge operates within the Job Entry Programs focus on youth by providing work experience and developmental learning experiences to in-school youth during the summer months. The overall purpose of Challenge is to assist students in preparing for their future entry into the labour market.

WHO MAY APPLY:

1) Under Summer Employment/Experience Development (SEED) wage subsidies are available to private sector, public sector and non-profit employers.

2) Eligible sponsors under the WOW program are businesses, industries, organizations, school boards, municipalities and provincial agencies.

CRITERIA: FOR CRITERIA, CONTACT YOUR CANADA EMPLOYMENT CENTRE.

LEVEL OF ASSISTANCE:

1) Private sector wage subsidy up to maximum 50% of wages paid up to a maximum of $2.50 per hour.
   - Public Sector eligible for subsidy of up to $4.25 per hour
   - Non-Profit Sector eligible to receive a subsidy of up to 100% of the provincial adult minimum wage rate per hour.

2) Maximum contribution of up to $500.00 per week for trainers/instructors; $350.00 per week for assistant trainers/instructors/a maximum contribution of $50.00 per participant per workshop week will be paid to the sponsor to a maximum of $200.00 per participant following successful completion of the program. Trainee wages can be covered up to a maximum of 100% of provincial adult minimum wage.

The level of assistance is governed by component criteria.

APPLICATION DEADLINE: To be announced.

CONTACT: Your local Canada Employment Centre. Please see end of section for listing.

PROGRAM: **SKILL INVESTMENT**

PURPOSE: This program brings help to workers whose jobs are threatened by changing technology and economic conditions. With an unprecedented program to co-ordinate the efforts of workers and employers, people will have the chance to learn new skills before they are laid off, or their existing skills become redundant.

WHO MAY APPLY: Proposals from all sectors of the business community are encouraged.

CRITERIA: No specific criteria identified. Please contact your nearest Canada Employment Centre.

LEVEL OF ASSISTANCE: Assistance is available for both on- and off-the-job training; for both full and part-time training.

Assistance for training can last up to three years.

Under the Retraining and Continuing Employment option, contributions are made towards wages and training costs of trainees. Reimbursements cover 60% of wages during off-the-job training and 25% during on-the-job training.

Under the Training Trust Fund option grants are made to new or existing trust funds. Grants are 50% of employer/ employee contributions in the first year to a maximum of $200,000 and 33 1/2% of employer/employee contributions in each of the second and third years to a maximum of $100,000 per year.

Employers who train disabled persons can receive up to $10,000 for renovations to the workplace.
Under Language at Work option, contributions are made to cover instructional costs for literacy, numeracy and language training of employed immigrant workers.

APPLICATION DEADLINE: On-going, depending on availability of funds.

CONTACT: Your local Canada Employment Centre. Please see end of section for listing.

PROGRAM: **SKILL SHORTAGES**

PURPOSE: To assist employers in finding the skilled workers they need to be competitive when these skills have been desig- nated as in shortage at the regional or national level. This assistance may be with respect to the mobility of workers who already possess the skills or for incremental training.

WHO MAY APPLY: Employers in all sectors of the community.

CRITERIA: No specific criteria identified. Please contact your Canada Employment Office.

LEVEL OF ASSISTANCE: Assistance is available for both on and off-the-job training, for both full and part-time training.

Assistance for training can last up to three years.

Under the Workplace-Based Training option, contributions are made towards wages and training costs of trainees. Reimbursements cover 60% of wages during off-the-job training and 25% during on-the-job training.

Relocation and Travel Assistance is available to assist in moving unemployed qualified workers to areas where a skill shortage has been identified.

Employers who train disabled persons can receive up to $10,000 for renovations to the workplace.

APPLICATION DEADLINE: On-going, depending on availability of funds.

CONTACT: Your local Canada Employment Centre. Please see end of section for listing.

CANADA EMPLOYMENT CENTRES

BRANDON
153 - 11th Street
P. O. Box 1178
R7A 4J5
Phone: 727-0583

DAUPHIN
135 - 2nd Avenue N.E.
R7N 0Z6
Phone: 638-3711

FLIN FLON
Branch of The Pas
Rm. 201, Federal Bldg.
54 Main Street
Phone: 687-8231

MORDEN
158 Stephen Street
P. O. Box 1418
R0G 1J0
Phone: 822-4491

PORTAGE LA PRAIRIE
211 Saskatchewan Ave. E.
P. O. Box 1117
R1N 3C5
Phone: 239-1212

SELKIRK
2nd Floor
237 Manitoba Avenue
R1A 2M8
Phone: 482-3323

STEINBACH
Steinbach Place
323 Main Street
Box 1149
R0A 2A0
Phone: 326-1371

THE PAS
151 Fischer Avenue
P. O. Box 660
Phone: 623-3453

THOMPSON
North Centre Mall
118 - #13 Station Rd.
R8N 0N3
Phone: 778-4471

CITY OF WINNIPEG

CENTRE
320 Donald St.
P.O.Box 8850
R3C 3E6
Phone: 983-5363

EAST
1122 Henderson Hwy
R2G 1L1
Phone: 983-5836

ST. BONIFACE
170 Marion Street
R2H 0T4
Phone: 983-2510

SOUTH
1048 Pembina Highway
R3T 1Z8
Phone: 983-6670

NORTH
1412 McPhillips St.y Ctr
R2V 3C5
Phone: 983-2262

WEST
1822 Portage Avenue Office
R3J 0G5
Phone: 983-5301

HEALTH AND WELFARE CANADA

PROGRAM: **HEALTH PROMOTION CONTRIBUTION PROGRAM**

PURPOSE: To maintain and improve the health and well-being of Canadians. This is done by providing financial support for community- based projects.

WHO MAY APPLY: Proposals may be submitted by non-government, non-profit organizations and community groups.

CRITERIA: Funding priorities are established before each solicitation for new project applications. Please contact the Health Promotion Directorate to obtain a copy of the most recent funding priorities.

LEVEL OF ASSISTANCE: A contribution may be made for a period of up to three years for a specific project activity.

APPLICATION DEADLINE: On-going, depending on availability of funds.

CONTACT:
Health Promotion Directorate
Health Services and Promotion Branch
Health and Welfare Canada
Prairie Regional Office
603 - 213 Notre Dame Avenue
Winnipeg, Manitoba
R3B 1N3
Phone: 983-0871
Fax No: 983-8674

PROGRAM: **NEW HORIZONS**

PURPOSE: To provide seed funding to enable a group of seniors to initiate a project with a view to becoming self-sufficient.

WHO MAY APPLY: Seniors Organizations/groups of Seniors.

CRITERIA: Although a project idea may originate with one person, there must be a group of no fewer than ten members who will accept responsibility for the management of the project and the administration of project funds.

70% of the project participants must be older and permanently retired from the labour force.

New Horizons contributions may be provided to initiate new activities or expand existing ones within a community.

Contributions for projects are available for periods of up to 18 months. Groups are encouraged to plan for the continuation of a project after the funding period through membership fees, donations, fund-raising events, community support or other sources.

Contributions may cover expenses incurred in planning, organizing and operating the project activities, including such items as rent, utilities, furniture and equipment, materials and supplies.

LEVEL OF ASSISTANCE: The level of assistance is determined by several factors such as number of participants, complexity of the pro- gram, equipment needed, etc.

APPLICATION DEADLINE: On-going.

CONTACT: New Horizons Program
340 Graham Avenue
Eaton Place
Winnipeg, Manitoba
R3G 4C2
Phone: 983-2833
Fax No: 983-0337

PROGRAM: **SENIORS INDEPENDENCE PROGRAM**

PURPOSE: To encourage the development of projects which will improve the quality of life and foster independence of seniors.

WHO MAY APPLY: Eligible sponsors include:

- voluntary, non-profit groups
- professional associations
- educational institutions
- health or social service agencies
- para-public organizations

Ineligible applicants include: individuals, for-profit organizations, municipal/provincial/federal government departments.

Priority will be given to projects that improve the quality of life of:

a. women
b. seniors living in remote rural or Northern areas
c. less advantaged seniors (low income, chronically ill, physically or mentally ill, ethnic minorities, homeless or abused).

CRITERIA: Projects should be designed to develop supports to independence in the areas of health, education or social welfare.

1. Seniors must be the beneficiaries of the community- based projects.
2. Seniors must be involved in the design and delivery of the projects.
3. Funding will be for developmental or demonstration projects, resource development, information and training.
4. The maximum funding period for a project can be three years.
5. Funds may be used to cover: staff salaries and contractual fees; employee benefits; travel and accommodation; materials and supplies; costs of services or equipment rental.

LEVEL OF ASSISTANCE: The maximum project cost will be $750,000.00.

APPLICATION DEADLINE: On-going.

CONTACT: Seniors Independence Program
340 Graham Avenue
Eaton Place
Winnipeg, Manitoba
R3C 4C2
Phone: 983-2833 Fax No: 983-0337

MANITOBA ARTS COUNCIL

PROGRAM: **ARTISTS IN THE SCHOOLS**

PURPOSE: A program designed to broaden and develop the arts education program in Manitoba schools (K-12), by supporting the presence of professional Manitoban artists in creative arts residences, workshops, demonstrations, and performances in schools. Project proposals are selected by a jury of two artists and one educator in each discipline.

WHO MAY APPLY: Any school in Manitoba, public, private and special, can participate.

CRITERIA: An application form must be submitted to the Manitoba Arts Council.

The schools are responsible to cover costs of materials required for the program.

LEVEL OF ASSISTANCE: The Manitoba Arts Council, in cooperation with the Department of Education and Training, assumes the major part of the cost. Schools pay a portion depending upon the program selected.

APPLICATION DEADLINE:

Artists: November annually.
Schools: June annually.

Long Term Projects
- June 30th
- Oct. 1st
- Jan. 1st

No deadline for School Readings

REMARKS: A profile and exact costs for each artist are listed in the Artist in the Schools Catalogue.

CONTACT:

Manitoba Arts Council
525 - 93 Lombard Avenue
Winnipeg, Manitoba
R3B 3B1
Phone: 945-2978
Fax : 945-5925

PROGRAM: **ARTVENTURES**

PURPOSE: The ArtVentures Program is intended to support innovative projects in the arts designed by organizations, artists or groups of artists.

The program is designated for developmental and innovative arts projects. Support will be given to projects which explore new directions in the arts; present imaginative arts programs; offer community arts animation projects. The mandate is flexible to allow for the support, on a project basis, of a range of creative ideas designed by the applicants.

WHO MAY APPLY: Manitoba organizations whose primary endeavours are in one or more of the arts (dance, music, theatre, literary or visual arts) and which have been in existence for a minimum of one year immediately prior to the date of application.

Artists who have resided in Manitoba for a minimum of one year prior to the date of application.

CRITERIA: Explore new directions in the arts or present the arts to the community in an imaginative fashion so as to enhance the public's understanding of the art form;

Identify specifically the beneficiaries of the project;

Have the specific objective of developing and/or pre- senting Manitoba artists and indicate how the project achieves that objective;

Have an evaluation process to determine the results;

Outline a budget consistent with the planned activities;

The program is not intended to support:

1. Capital, deficit reduction or fundraising projects.
2. Projects for which the Manitoba Arts Council or Manitoba Culture, Heritage and Citizenship have programs with specific criteria and objectives.
3. Projects which are part of the regular operations or of the services provided by applying organizations.

LEVEL OF ASSISTANCE: The level of assistance provided will relate to the scope of the project and usually will not exceed $5,000. Applicants are encouraged to seek other souces of funding.

APPLICATION DEADLINE: October 1 and May 1.

REMARKS: Organizations and artists wishing to apply to ArtVentures are asked to contact the Manitoba Arts Council office to discuss the nature of the project, or to send a brief description of the project and its intent to the Manitoba Arts Council. If it is deemed appropriate to fund the project through this program, the approved application form will be forwarded to the applicant.

CONTACT: Manitoba Arts Council
Ann Atkey
Second Development Officer
525 - 93 Lombard Avenue
Winnipeg, Manitoba
R3B 3B1
Phone : 945-0420
Fax No: 945-5925

PROGRAM: **EXHIBITION ASSISTANCE**

PURPOSE: To assist galleries and cultural organizations with the development and presentation of exhibitions and juried shows.

WHO MAY APPLY: An incorporated non-profit organization located in Manitoba.

CRITERIA: There are four areas in this program:

1. In-House Exhibitions
2. Juried Shows
3. Special Exhibitions
4. Travelling Exhibitions

The organization should have as its primary purpose or as one of its ongoing programs the presentation of exhibi- tions of art accessible to the general public.

LEVEL OF ASSISTANCE: The amount of the grant will be determined on the basis of eligible costs and the availability of funds.

APPLICATION DEADLINE: January 1, May 1, September 1.

CONTACT: Visual Arts Officer
Manitoba Arts Council
525 - 93 Lombard Avenue
Winnipeg, Manitoba
R3B 3B1
Phone: 945-0399
Fax No: 945-5925

PROGRAM: **MANITOBA ARTS GAMING FUND COMMISSION - PROGRAM B**

PURPOSE: The Manitoba Arts Gaming Fund Commission has been established to recommend the distribution of a designated portion of gaming revenues accruing to the arts umbrella co-ordinating organization.

WHO MAY APPLY: Organizations eligible to apply in the program are community-based and amateur arts organizations which:

1. are incorporated or registered and can demonstrate a minimum of two years of satisfactory activity;

2. are directly involved in the practice of the arts: visual arts, writing crafts, music, dance, theatre; or groups which coordinate and direct two or more such activities;

3. demonstrate a sustained and regular program of activity with clearly defined goals and objectives. Instructors, conductors, directors or coordinators should be individuals trained or experienced in the arts.

4. reflect a demonstrable need and benefit for which funding is requested.

This funding program is not designed to assist arts programs or projects in the formal Manitoba education system or those activities for which there is adequate subsidy from other public sector funding sources.

It is not the intent of this program to duplicate or replace the assistance provided by government, its agencies, and private sector funders.

CRITERIA: Funds may be requested for a variety of purposes and projects which serve to enhance arts opportunities and arts development in the community or the region. Special projects, and operational development will be considered, but priority will be given to the funding of projects.

LEVEL OF ASSISTANCE: The level of the award will be based on the merit and the scope of the endeavour, the need of the applicant, and the ability of the applicant to make effective use of the funds.

Normally the level of support will not exceed $2000; however, the Commission may allocate up to $5000 depending on the scope and merit of activity of the organization and/or the scope and merit of the particular project. The actual level will relate to the demonstrated need, the reasonableness of the request, and funds available. Awards may be approved at a lower level than requested or approval may be given for only a specific part of the request.

APPLICATION DEADLINE:

One application deadline, annually February 1st.

Applications will be considered on the basis of the need of the organization and on the ability of the organization to make effective use of the funds available.

Generally applicants will be advised of a decision within two months of the date of application.

CONTACT:

Manitoba Arts Gaming Fund Commission
525 - 93 Lombard
Winnipeg, Manitoba
R3B 3B1
Phone: 945-2237
Fax No: 945-5925

PROGRAM: **PUBLIC READINGS BY MANITOBA WRITERS**

PURPOSE: To increase the public's awareness of and appreciation for the work of Manitoba writers of fiction, poetry and drama, and to provide opportunities for the writers to reach a wider audience.

WHO MAY APPLY: Manitoba community organizations concerned with the writing, publication and readings of work by contemporary Manitoba writers, and having a mandate to encourage such activities. Schools are ineligible for this program but may apply through the Artists in the Schools program, Readings by Canadian Writers section.

CRITERIA: Writers:

1) Must be residents of Manitoba;

2) Must be writers of fiction, poetry, or drama;

3) Must have been professionally published, either in book form or in periodicals and journals. In the latter case, a number of works should have been published, to indicate that the writer has begun to establish a professional reputation.

To qualify for support through this program the events must be open to the general public. Readings may be free of charge; however, an entry fee may be charged should the host organization wish to do so.

LEVEL OF ASSISTANCE: The program provides assistance for approved readings and readings series. The support consists of a $150.00 fee per reading. Where more than one writer is involved in a reading, the fee is to be shared.

For a readings series the Manitoba Arts Council may provide a small amount to cover incidental costs.

APPLICATION DEADLINE: For single events the application should be submitted to the Council a minimum of six weeks prior to the planned date of the reading. Applications for a series of readings should be submitted to allow for a minimum of two months processing time.

REMARKS: The organization must outline the anticipated income and expenditures for the event.

The Manitoba Arts Council has information on file on many published Manitoba writers and will not normally require the applicant to provide background information on the writer's training and accomplishments. In the event that Council's information on the writer is inadequate, it will be requested.

Sponsors may wish to contact provincial and national writers' groups for information on writers.

Applicants are encouraged to contact the Manitoba Arts Council prior to completing the application to discuss the project, potential writers available and eligible, and for clarification of any aspect of the program.

The organization will be advised of the decision of the Council. The payment will be made upon receipt of a report submitted at the conclusion of the event. The organization is responsible for paying the writer and any incidental costs associated with the event.

Rural sponsors should contact your Regional Office of Manitoba Culture, Heritage and Citizenship for information on funding assistance available to sponsors. See listing on front cover.

CONTACT:

James Hutchison
Writing and Publishing Officer
Manitoba Arts Council
525 - 93 Lombard Avenue
Winnipeg, Manitoba
R3B 3B1
Phone: 945-5102
Fax No: 945-5925

CANADA COUNCIL

PROGRAM: **EXPLORATIONS**

PURPOSE: The Explorations program of the Canada Council supports innovative projects that venture into new territory in the arts. The work supported may introduce new approaches to creative expression, cross disciplines or fulfill specific needs in the development of the arts. The primary intent of this multidisciplinary, regionally-oriented program is to provide support to innovative, unusual or unproven ideas that otherwise might not be realized, whether focusing on the performing, media or visual arts; creative writing; arts animation activities; the application of new technologies in the arts or experiments in new art forms. As well, those at the beginning of a professional arts career who can demonstrate a clear commitment to such a course, may apply for assistance towards the creation, production and/or presentation of a first major work.

WHO MAY APPLY: Canadian citizens, permanent residents of Canada and nonprofit organizations may apply for Explorations grants.

CRITERIA: Explorations does encourage a broad interpretation of its mandate. However, projects must reflect the program's primary objectives which are to support original artistic creation and its diffusion. Explorations grants have funded interdisciplinary collaborative work, craft experimentation, new performing arts projects, exhibits, photography, creative writing, recordings, film, video and audio experiments, community-based cultural animation projects. Explorations welcomes arts projects drawn from any cultural tradition.

Explorations gives grants to help offset the following expenses:

1. subsistence
2. travel
3. honoraria or fees to resource persons
4. equipment rental
5. supplies and materials

A grant may apply to any period of time up to nine months.

LEVEL OF ASSISTANCE: The maximum amount which can be requested for an Explorations project grant is $16,000. However, the Explorations budget is limited and the average grant generally is far lower.

APPLICATION DEADLINE:

The grant may cover any period up to nine months. Explorations grants do not cover expenses incurred before the application is approved. The deadline dates for receipt of applications are: January 15th, May 1st, and September 15th. The results are announced approximately four months after those dates.

To be assured acceptance in a given competition, potential applicants are strongly advised to contact the Explorations office at least one month before the relevant deadline date.

CONTACT:

Richard Holden
Program Officer
Explorations Program
Canada Council
P.O. Box 1047
Ottawa, Ontario
K1P 5V8
Phone: (613) 598-4337 - station to station collect calls will be accepted
Fax: (613) 598-4408

MANITOBA COMMUNITY SERVICES COUNCIL, INC.

PROGRAM: **MANITOBA COMMUNITY SERVICES COUNCIL INC. GRANTS**

PURPOSE: To provide support for Manitoba community service organizations through the allocation of funds and/or bingo dates.

WHO MAY APPLY: Non-profit volunteer organizations that provide various community services for the benefit of their respective communities. Recreation, youth, and seniors' services, health-related services and other social services are among those considered by the Council.

CRITERIA: The organization applying must be a non-profit body which seeks funds for a purpose deemed by the Council to be a community service serving more of the community than the self interest of the organization's Board of Directors.

Its management must be directed by a duly constituted board of volunteers which assumes accountability to the community and meets at least four times a year. (The board shall serve without remuneration.)

It must have a plan of organization, develop an annual budget and operate on a sound financial basis, maintain an adequate system of records and reports and publish an annual financial report which has been audited by an accountant or other board member(s).

It must make effective use of volunteers wherever possible.

If it employs staff, they must be qualified by training and/or experience.

LEVEL OF ASSISTANCE: There is no specific amount, it varies according to the proposed project. Grants may be approved at a level lower than that requested or approval may be given for only a specific part of the request.

APPLICATION DEADLINE: On-going depending on availability of funds.

CONTACT: Manitoba Community Services Council Inc.
405 - 5 Donald Street
Winnipeg, Manitoba
R3L 2T4
Phone: 475-3728
Fax 453-2692

MANITOBA COUNCIL OF ARCHIVES

PROGRAM: **PROGRAM**

PURPOSE: To encourage the development of Manitoba's archival system.

WHO MAY APPLY: Any archival institution or repository engaged in the acquisition, care and preservation of archival materials, and which makes them available for continuing use under defined conditions by the sponsoring organization and by the general public. Must be accepted as a member of the Manitoba Council of Archives.

CRITERIA: MEMBERSHIP IN THE MANITOBA COUNCIL OF ARCHIVES
Membership is open to archives which meet the following criteria:

- LEGAL AUTHORITY AND STATEMENT OF PURPOSE in public law or pivate resolution passed by the governing body of the public authority or private organization in which the Archives is a unit of responsibility.
- A DESIGNATED PERSON who is accountable for the Archives' operation, management of its records holdings and either has taken or is pursuing a basic training course in archival practice.
- SUSTAINABLE FUNDING for the Archives from the governing body of the public authority or private organization, sufficient to carry out its declared purpose.
- SECURE, DESIGNATED SPACE for storage and handling of records, adequately protected from degredation agents such as water, fire, light and extremes of temperature and humidity.
- A written ACQUISITION POLICY prepared in accordance with Canadian Council of Archives guidelines.
- RECORDS ARRANGEMENT procedures which observe archival principles of provenance and original order.
- A written ACCESS POLICY specifying public hours and procedures for using records.

CONTACT: Diane Haglund, President
Manitoba Council of Archives
Box 27007
1 Lombard Place, Lombard Square
Winnipeg, Manitoba
R3B 3K1
Phone : 783-0708
Fax No: 786-1824

MANITOBA HERITAGE FEDERATION

PROGRAM: GAMING FUNDS ALLOCATION

PURPOSE: The purpose of the grant program is to assist with promoting, encouraging, developing and preserving the heritage of Manitoba.

WHO MAY APPLY: Individuals or non-profit organizations with projects specific to Manitoba's history.

CRITERIA: Meet the objectives of the Manitoba Heritage Federation. The project should be an asset to the heritage community.

Demonstrate the capacity for planning, budgeting and implementing the project to the satisfaction of the Manitoba Heritage Federation.

In case of an organization, be directed by a duly constituted board of volunteers which assumes accountability to a membership and meets at least annually.

In case of an individual, have the background to enable him/her to fulfill the objectives of the projects as evidenced by a resumé/C.V. and letter of reference.

LEVEL OF ASSISTANCE: Each application is assessed by the criteria as set out in the guidelines. Financial support of a project will be based on availability of funds and the merit of the project. Maximum funding of $25,000. per project; a total of $40,000. per project of several phases.

Funds are not available for operating costs, feasibility studies, or landscaping of a contemporary nature.

Only expenses incurred after December 1st are eligible.

APPLICATION DEADLINE: Application deadline date is December 1st. Application forms are available September 1st. There is one application deadline.

CONTACT: Manitoba Heritage Federation Inc.
434 - 167 Lombard Ave.
Winnipeg, Manitoba
R3B 0T6
Phone: 943-4568
Fax No: 942-3749

PROGRAM: **TRAVEL GRANT**

PURPOSE: To provide financial support for provincially based or regional heritage organizations to send one delegate to a national or international conference relevant to its discipline and which would provide benefits to the Manitoba heritage community as a whole.

WHO MAY APPLY: Any non-profit heritage organization, provincially based or regional in scope, which has a mandate to serve within the province, a region or discipline in the province.

CRITERIA: Meet the objectives of the Manitoba Heritage Federation. The project should be an asset to the heritage community.

The applicant is requested to allow adequate time for processing and is advised to apply as early as possible to ensure availability of funds.

An organization shall be limited to receive funding for one delegate to one conference in a funding period.

Funding will not be made retroactively.

LEVEL OF ASSISTANCE: Applications will be judged on their own merit and assessed by the criteria as set out in the guidelines.

Travel Grant Fund shall be limited to an annual total of $10,000.00

Application requests shall not exceed a maximum of $1,000.00 Funds are to be limited to the specific expenses for travel and accommodation.

Decision on the application is contingent on funds being available.

APPLICATION DEADLINE: Applications may be submitted throughout the year. The funding period for 1991-92 will be from July 1, 1991 to June 30, 1992. The 1992-93 funding period will be April 1, 1992 to March 30, 1993.

Application must be in the Federation office a minimum of six weeks prior to the actual date of travel.

CONTACT: Manitoba Heritage Federation, Inc.
434-167 Lombard Ave.
Winnipeg, Manitoba
R3B 0T6
Phone: 943-4568
Fax No: 942-3749

PROGRAM: **HERITAGE DEVELOPMENT PROGRAM**

PURPOSE:

The Heritage Development Program will provide a foundation for new dimensions in the coordination of efforts to foster a sense of purpose and priority for heritage overall, and to create an expanding awareness of the importance of heritage preservation. This program will be available for a five year period from 1990-1995 with approxiametly $100,000 being available each year. A program application may be funded up to a maximum of $20,000.00 Projects may be multi-phased in scope spreading over several years. The concept would be approved in principle but each phase would be funded contingent upon review of the previous year`s results, availability of funds and changing priorities.

The HDP is divided into three distinct phases. Each phase will introduce new opportunities for heritage organizations to secure funding that will assist their own objectives and at the same time ensure that the results of the project will benefit other organizations in the community as well.

PHASE 1 **PLANNING FOR A FUTURE HERITAGE**

Objective -

The objective of Phase 1 is to provide resources to the heritage community to facilitate planning for the future of heritage in the province. The results of the various planning projects can serve the target groups in any number of ways to be able to organize, priorize, educate, evolve or grow within thier individual areas of interest. At the same time, the Federation will use the results of their studies to examine the same issue in an overall context.

PHASE 2 **HERITAGE, A SINGLE COMMUNITY**

Objective -

The objective of Phase 2 is to build the many heritage organizations and interests that exist in the province into a network that can share ideas and concerns and work in harmony to preserve and protect our common concern.

PHASE 3 **PROMOTING HERITAGE TO THE PUBLIC**

Objective -

The objective of Phase 3 is to take our message to the general public and specific target groups (children, corporations, ethnic groups and government). By this time there will be sufficient results available from the two previous phases to identify the targets and to generate interest in heritage concerns. It is anticipated that by the end of this five year period, Manitoban`s collective
consciousness about heritage will be raised to a higher level.

WHO MAY APPLY: To be eligible for support, an applicant must:

1) Meet the objectives of the Manitoba Heritage Federation Inc. which are the promotion, encouragement, development and preservation of the heritage of Manitoba.

2) Demonstrate the capacity for planning, budgetting, financially administering, implementing and maintaining the project to the satisfaction of the Manitoba Heritage Federation.

3) Be a non-profit organization directed by a duly constituted board of volunteers which assumes accountability to a membership and meets at least annually.

4) Operate on a sound financial basis, have a plan of organization and maintain an adequate system of records and reports.

CRITERIA: To be eligible for support, a project must meet the following:

1) Project must be heritage related and regional in scope. Project applicants should consider organizing with other heritage organizations and interested agencies to develop projects that are of mutual benefit.

2) Projects must be a new initiative. If a project falls within the criteria for funding through the regular grant allocations of the Gaming Funds Committee then it would not likely qualify for the Heritage Development Program.

3) The Project must have measurable benefits to the community.

LEVEL OF ASSISTANCE:

1) A project may be funded in its entirety including administrative costs of the organization.

2) A project may be funded up to a maximum of $20,000.00 for an application in a single year.

3) A project that is multi-phased spreading over several years would be approved in principle. Funding for each phase would be contingent upon the review of preceding year's results, availability of funds and changing priorities.

APPLICATION DEADLINE: Ongoing. Level of Funding is contingent on funds being available and the merit of the project. Funding period is April 1st to March 31st.

CONTACT:

Manitoba Heritage Federation, Inc.
434 - 167 Lombard Ave.
Winnipeg, Manitoba
R3B 0T6
Phone: 943-4568
Fax No: 942-3749

The Manitoba Heritage Federation is a non-profit organization which promotes and encourages the development and preservation of all aspects of Manitoba's heritage by providing a forum for the sharing of common interests. It also serves as the provincial umbrella group for the distribution of lottery funds to the province's heritage community.

MULTICULTURAL GRANTS ADVISORY COUNCIL

PROGRAM: **ETHNOCULTURAL COMMUNITY SUPPORT FUND**

PURPOSE: All activities by an eligible organization, subject to the exclusions noted, which are of benefit to the organization, to the ethnocultural community, or to the wider community will be considered for support.

Applications may be made for special projects, operating funding or capital projects.

WHO MAY APPLY: In order to apply to the Ethnocultural Community Support Fund, an organization must:

1. Be a non-profit community-based ethnocultural organization or a non-profit organization composed of and serving two or more ethnocultural groups.

2. Be incorporated under provincial or federal laws if the annual operating budget exceeds $40,000.00.

3. Have been in existence at least one year.

4. Have a constitution, by-laws or articles of incorporation clearly defining the nature, objectives and tasks of the organization.

5. Be directed by a duly constituted Board of Directors or Executive accountable to membership that meets at least four (4) times a year and serves without remuneration.

6. Have a plan of organization, develop an annual budget, operate on a sound financial basis, maintain an adequate system of records and reports, and publish an audited or certified financial report.

Priority will be given to:

a. Manitoba-based activities of an intercultural nature.

b. Upgrading of technical, administrative and management skills of volunteers, members and staff.

c. Community and organization development strategies.

Particular consideration will be given to organizations located 75 or more kilometres from Winnipeg.

EXCLUSIONS:

1. religious institutions (churches, synagogues, temples, etc.);
2. national organizations;
3. organizations whose guiding objectives are political/ideological;
4. provincial and federal departments and Crown agencies.

LEVEL OF ASSISTANCE:

All allocations are on a one-time basis with no guarantee of future funding. Multicultural Grants Advisory Council will provide up to 50% of the eligible budget submitted. Funds are provided through awarding of bingo events, a cash award or a combination of the above.

Special Projects

A special project is an activity of a non-recurring nature. A description of the project detailing objectives, time frame and budget should be submitted along with letter of endorsement from participating organizations.

Applications for assistance must be received prior to the start of the activity.

Up to 75% of the allocation award may be disbursed in advance of the event.

The balance of the allocation will be disbursed following receipt of an audited or certified true financial statement and a satisfactory evaluation report of the event.

The balance of the allocation may be forfeited if the additional information is not received within 60 days of the project completion.

Operational Funding:

Up to 75% of the allocation may be disbursed in advance.

The balance of the allocation will be disbursed upon receipt of the next semi-annual financial statement and evaluation that the funds are being used as approved.

The organization's annual reports must be filed with the Multicultural Grants Advisory Council for the year in which the allocation was made.

The balance of the allocation may be forfeited if the financial and evaluation information is not received within 60 days of the normal date for the semi-annual financial statement.

Capital Projects:

Eligible organizations may apply for funds to purchase materials and for the renovation, the purchase or construction of a facility.

Applicants requesting assistance for the purchase of materials must describe the nature of the material, their purpose and submit at least two competitive quotes where possible.

Applicants requesting assistance for renovation of a facility must submit:

- estimates from at least two contractors
- copies of all titles and/or mortgage agreements
- evidence of the organization's ability to complete the project

Applicants requesting assistance for the purchase of a facility must submit:

- a copy of the legal description of the property
- a copy of the signed agreement to purchase

Applicants requesting assistance for the construction of a facility must submit:

- a copy of the legal description of the property
- estimates from at least two contractors

Up to 75% of the allocation of capital projects may be disbursed in advance.

The balance will be disbursed on the basis of:

1. A cash flow statement.

2. Receipt of satisfactory evidence that the organization has already expended an amount equal to the total allocation.

3. The cash flow and evidence of expenditures must be received within 6 months of the notification of the allocation.

Failure to comply with this condition may result in termination of the allocation, in which event the organization must refund to the Ethnocultural Community Support Fund all monies previously disbursed.

APPLICATION DEADLINE:

Applications must be made on the appropriate form provided by the Multicultural Grants Advisory Council and must be complete in all respects with the appropriate documentation attached.

Application forms must be received by the Multicultural Grants Advisory Office no later than April 30th, August 31st and December 31st.

APPEALS: An applicant may appeal the decision of MGAC within 90 days of processing the application. The applicant shall notify MGAC in writing of its desire to appeal. The appeal shall be heard at the next scheduled meeting of MGAC and representatives of the applicant shall have the right to personally appear at that time.

CONTACT:

Mr. Resty Taruc
Multicultural Grants Advisory Council
201 - 379 Broadway
Winnipeg, Manitoba
R3C 0T9
Phone: 942-5362
Fax : 945-1675

CANADA FITNESS AND LIFESTYLE RESEARCH INSTITUTE

PROGRAM: **RESEARCH CONTRIBUTIONS PROGRAM**

PURPOSE: To facilitate and support the development and dissemination of knowledge concerning physical fitness and active living.

WHO MAY APPLY: Any qualified researcher or group of researchers within Canada. This includes universities, colleges, national, provincial or municipal associations, agencies or institutions, research groups or individuals.

CRITERIA: Criteria for funding are:

(1) relevance to research and knowledge in fitness, physical activity and active living;
(2) scientific merit;
(3) competence of the investigator(s);
(4) ethical aspects of the study;
(5) appropriateness of the budget.

In all cases, a qualified researcher must be designated as the principal investigator who will be responsible for the project.

Excluded from the Institute's mandate is research focusing on elite or high performance sport.

In addition, a suitable agency must be designated responsible for the financial administration of the project.

Applicants should present a concise proposal that includes a detailed and orderly plan for accomplishing the research.

LEVEL OF ASSISTANCE: Typically about $300,000 is set aside to support projects that are relevant and scientifically sound. Funded studies do not normally exceed $25,000 per year.

Funds can only be used for the purposes described in an approved funding arrangement since payments are conditional on satisfactory performance. Statements of expenditures, progress reports and a final report must be submitted in accordance with stated requirements.

Funding support may be for a maximum of three years. Second and third year funding subject to meeting the above reporting criteria.

APPLICATION DEADLINE: Applications must be received by December 1, 1991. Application forms were distributed in June to research administration offices and departments, schools or faculties of physical education and recreation of all Canadian universities, as well as national organizations that are strongly associated with physical activity and fitness.

REMARKS: The Institute is a private non-profit incorporated organization funded by Fitness Canada.

CONTACT:
Canadian Fitness and Lifestyle Research Institute
313 - 1600 James Naismith Drive
Ottawa, Ontario
K1B 5N4
Phone : 1-613-748-5791
Fax No: 1-613-748-5792

PROGRAM: # JUNIOR OLYMPICS

PURPOSE: The Canadian Olympic Association's Junior Olympics encourage young Canadians between the ages of 5 and 14 to participate in sporting, educational and artistic activities, creating a true Olympic spirit of partici- pation, fun and achievement. While learning about the Olympic ideals of fair play, friendship and striving to be the best you can be, Junior Olympians can acquire sports experience and an understanding of the ideals of Olympism through educational and cultural activities that are a part of every Olympic Games.

WHO MAY APPLY: Educational boards, sport bodies and recreation organizations.

CRITERIA: A genuine interest and belief in the Junior Olympics Program.

Junior Olympics will provide the organizers of these events with educational resource packages which include ideas, posters, information, lesson plans, activities and handouts for the youngsters. Upon request, gold, silver and bronze ribbons are also available.

APPLICATION DEADLINE: On-going.

CONTACT: Canadian Olympic Association
1600 James Naismith Drive
Ottawa, Ontario
K1B 5N4
Phone: (613) 748-5647
Fax No: (613) 746-6322

MANITOBA ATHLETIC THERAPISTS ASSOCIATION

PROGRAM: **ATHLETIC FIRST AIDER PROGRAM: LEVEL 1, 2, 3.**

PURPOSE: This is a progressive program in prevention and care of sports injuries to satisfy the growing need for skilled individuals with a better understanding of the prevention and proper treatment of sport injuries. The Athletic First Aider Program is aimed at developing an awareness of sports injuries in individuals who will be responsible for the health of athletes during competition and to prepare them to accept the responsibilities of the team's first aid requirements.

WHO MAY APPLY: Anyone working with individuals or groups in the area of physical activity will benefit from completing the Athletic First Aider Program. It is designed to meet the needs of: coaches, parents, athletes, teachers, fitness instructors and ambulance attendants.

CRITERIA: Individual registration is encouraged and can be done in person, by phone or by mail. Arrangements may also be made for community clubs, associations or other groups to host an AFAP.

REGISTRATION: Fees: Level 1 - $40.00; Level 2 - $45.00; Level 3 - $50.00 per module. Costs of the instructors, manuals, resource material and tape supplies are the responsibility of the MATA.

APPLICATION DEADLINE: Ongoing.

REMARKS: Level 1: Essential preventative techniques and immediate first aid procedures. The course includes injury prevention, protective equipment, first aid, common injuries, taping practicum and stocking a medical kit.

Level 2: Basic conditioning theories, injury identification, use of heat and cold, specific strapping techniques and emergency procedures. The course also includes gross anatomy, mechanisms of injury, field assessment and immediate care and an introduction to rehabilitation.

Level 3: Develops a more detailed understanding of anatomy, mechanisms of injury, basic assessment and rehabilitation. This level is appropriate for those who are aspiring to be in charge of a team's athletic first aid requirements.

CONTACT:

Manitoba Athletic Therapists Association, Inc.
c/o Mr. Dale Stewart
156 Frank Kennedy Building
University of Manitoba
Winnipeg, Manitoba
R3T 2N2
Phone: 474-8724 or 474-6004
Fax No: 275-5122

PROGRAM: **SPECIAL EVENTS VEHICLE**

PURPOSE: This vehicle is an on-site work station to provide athletic first aid services to sports events held in Manitoba.

WHO MAY APPLY: Any amateur sports group that is hosting a national, provincial, regional or community sports event.

CRITERIA: The vehicle will be provided to sporting events on the following priority basis:

a) National Championship
b) Provincial Playoffs/Championships
c) Regional Playoffs/Championships
d) Tournaments
e) League Games

In the event of conflict, priority will be given to those events in which inherent nature for injury puts the athletes at greater risk, and/or to the events involving the greater number of participants.

FEES: There is no charge for the vehicle, however requesting organizations will be invoiced for first aid supplies used at the event and personnel honorariums. A deposit is required to confirm the requested services.

APPLICATION DEADLINE: The program is on-going. To ensure bookings, applications should be made at least 4 to 6 weeks in advance. This allows time to arrange qualified people to staff the special events vehicle.

CONTACT: For further information and van application forms contact:

Mr. Dale Stewart
Manitoba Athletic Therapists Association Inc.
University of Manitoba
156 Frank Kennedy Building
Winnipeg, Manitoba
R3T 2N2
Phone: 474-8724 or 474-6004
Fax No: 275-5122

MANITOBA HABITAT HERITAGE CORPORATION

PROGRAM: **THE CRITICAL WILDLIFE HABITAT PROGRAM**

PURPOSE: Conservation, restoration and enhancement of Manitoba wildlife habitats in Agro-Manitoba through land acquisition, habitat protection agreements (leases), and habitat development. The Critical Wildlife Habitat Program is a joint undertaking by the Manitoba Habitat Heritage Corporation, Wildlife Habitat Canada, world Wildlife Fund (Canada), Manitoba Natural Resources and the Manitoba Naturalists Society.

WHO MAY APPLY: Conservation districts, community groups, fish and game clubs, naturalists groups, schools and municipalities interested in conservation of Manitoba wildlife habitats.

CRITERIA: Projects to preserve, or enhance critical wildlife habitat may include:

- purchasing strategic parcels of land;
- signing habitat protection agreements with landowners to maintain valuable habitat;
- prescribed burning to perpetuate unique plant communities;
- enhancing wildlife habitat by establishing forage plots, providing watering sites and constructing small dams and dikes;
- erecting artificial nest structures for threatened or endangered species.

LEVEL OF ASSISTANCE: Provincial Wildlife staff will provide expertise. Cooperating groups or individuals may be expected to contribute time and/or labour, and/or monetary assistance.

A project proposal should include the purpose of the pro- ject, a description of the work to be undertaken, an estimate of costs and a statement of the anticipated benefits.

APPLICATION DEADLINE: On-going.

CONTACT:

Manitoba Habitat Heritage Corporation (CWHP Component)
Box 24
1495 St. James Street
Winnipeg, Manitoba
R3H 0W9
Phone: 945-7756(Winnipeg)
726-6448 (Brandon)
638-9111 (Dauphin)
268-1411 (Beausejour)
642-8155 (Gimli)
Fax No: 945-3077

MANITOBA COUNCIL ON AGING

MANITOBA SENIOR CITIZENS' HANDBOOK

Originally printed in 1981, the Manitoba Senior Citizens' Handbook has served as a guide to the many services available to seniors in the province of Manitoba. The Handbook provides a brief description of the programs and services available to older Manitobans through government and non-profit community organizations.

The Manitoba Council on Aging publishes this resource guide. The fourth edition is available in English. French, German and Ukrainian translations will be available late this year.

A review of the Table of Contents reveals the following topic areas:

1) Information Services
2) Retirement Planning and Financial Counselling
3) Financial Benefits for Older Manitobans
4) Living Accomodation
5) Voices for Seniors
6) Multi-service Organizations and Seniors Centres
7) Active Living
8) Education and Travel
9) Volunteer Opportunities
10) Opportunities for Work
11) Resources for New Canadian Seniors
12) Services and Supports for Independant Living
13) Health Care Services
14) Resouces for Caregivers
15) Counselling and Emergency Services
16) Coping with Death
17) Legal and Consumer Rights and Services
18) Directory

Every senior citizen and anyone interested in the welfare of Manitoba seniors would find this handbook a handy resource.

Copies are made available through:

Manitoba Council on Aging
333 - 260 St. Mary Ave.
Winnipeg, Manitoba
R3C 0M6
Phone: 945-1999
Fax No: 948-2004

NATIONAL FILM BOARD OF CANADA

PROGRAM: **NATIONAL FILM BOARD FILM AND VIDEO LIBRARY**

PURPOSE: To distribute films and videos including documentaries, children's films, animation and feature films, dealing with a variety of subjects, social issues, women's issues, the environment, the arts, native issues, etc.

WHO MAY APPLY: Any individual, business, government or non-profit organization.

CRITERIA: Reservations for videocassettes and films are accepted by telephone, mail or on a walk-in basis, up to 90 days prior to playdate.

Customers are asked to apply for a library card to facilitate transactions.

Orders are shipped by mail if the customer cannot pick up at the library. Return transportation is at the customer's expense.

Information and reference assistance are available on request. Descriptions for over 25,000 Canadian audio- visual productions are available from the NFB FORMAT database. A selection of catalogues and promotional documents is also available. General advice on other sources for NFB productions may also be obtained on request.

Most films and videos distributed by the NFB are also available for purchase.

RENTAL FEES All video cassettes: $2.00 per day plus P.S.T. and G.S.T.

16 mm film : $5.00 per week plus P.S.T and G.S.T.

REMARKS: All library services are available in both French and English.

CONTACT:
National Film Board of Canada
245 Main Street
Winnipeg, Manitoba
R3C 1A7
Phone: Library : 983-4131
English Program: 983-3160
French Program : 983-3185
Fax No : 983-0742

WILDLIFE HABITAT CANADA

PROGRAM: **WILDLIFE HABITAT CANADA**

PURPOSE: The purpose of the funding programs are to provide financial support for projects that promote the conser- vation, restoration and enhancement of wildlife habitat in Canada.

WHO MAY APPLY: Individuals, non-profit organizations, government agencies and private business organizations.

CRITERIA: Types of potential proposals could include:

1) private stewardship
2) habitat rehabilitation and improvement
3) public education/awareness
4) habitat acquisition
5) research or scholarship
6) demonstration projects for integrated resource management

Ten (10) copies of your proposal should be submitted after consultation with Wildlife Habitat Canada.

Guidelines for submissions are available.

LEVEL OF ASSISTANCE: Will consider funding up to a maximum of 50% of the total cost.

Submissions should include comments from relevant government agencies and funding from additional sources.

APPLICATION DEADLINE: The submission deadline for research proposals is August 1st. All other projects may be submitted on a bi-annual basis by April 1st or October 1st. Scholarship March 1st.

CONTACT:

Mr. Greg Filyk, Project Officer
Wildlife Habitat Canada
Suite 301, 1704 Carling Avenue
Ottawa, Ontario
K2A 1C7
Phone: 1-613-722-2090
Fax No: 1-613-722-3318

SERVICE CLUBS

There are various service clubs located in your community. Their main objective is to raise funds for worthwhile projects. If you require assistance with a program or project in your community these groups may be a valuable resource. Some of these clubs are:

- Benevolent and Protective Order of Elks of Canada
- Fraternal Order of Eagles
- I.O.D.E.
- Jaycees
- Kinsmen
- Kiwanis
- Shriners
- Knights of Columbus
- Lions
- Masons
- Independent Order of Odd Fellows
- Optimistic International
- Order of the Eastern Star
- Order of the Royal Purple
- Quota Club
- Rebekah Assembly of Manitoba
- Rotary Club
- Royal Canadian Legion
- Salvation Army
- Sertoma Club

FOUNDATIONS

There are many foundations based in Manitoba and throughout Canada. They are all potentially a valuable source of funds for your community projects. Foundations usually have areas of interest to which they would prefer to distribute their funds. However, many foundations will fund worthwhile projects that are outside their areas of interest.

Names of foundations and in-depth details, including the area of interest, of each foundation, are available in the Canadian Directory to Foundations, 9th Edition 1990-91. Editor: Norah McClintock. Published by The Canadian Centre for Philanthropy, Toronto.

The Centre covers all aspects of organizational management as well as fund raising. An extensive reference library is open to the public with a branch in Winnipeg. The Centre hosts annual conferences on the topic and has available a computerized foundation search.

For more information on the Centre please write to:

Canadian Centre for Philanthropy
200 - 1329 Bay Street
Toronto, Ontario
M5R 2C4
Phone: 416-515-0764

The local address for the Manitoba Branch of The Centre of Philanthropy is:

Manitoba Branch of The Centre of Philanthropy
5 Donald Street, S.
Winnipeg, Manitoba
R3L 2T4.